

**Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

**Job Title** Assistant to the Vice Chancellor, Business Services  
**Department** Business Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Aug. 21, 2025

**Application Deadline** 09/02/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6486398>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Assistant to the Vice Chancellor, Business Services**

**Rancho Santiago Community College District**

**Salary Range:** Grade K: \$101,936.08 - \$136,641.76

**Job Type:** Full Time

**Job Number:** CL25-01224

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

**Location:** Santa Ana, CA

**Division:** DO Business Services

**Closing:** 9/2/2025 5:00 PM Pacific

**POSITION DETAILS**

**About Rancho Santiago Community College District**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

### **About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

### **Class Summary**

Serves as the office coordinator and administrative assistant to the Vice Chancellor within one of the District's major divisions; provides office assistance in specialized operations; researches and compiles

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

data and information, and drafts complex reports; maintains schedules requiring coordination with other offices; may supervise and train other office workers and student workers; and performs related duties and responsibilities as required and assigned.

### **Representative Duties**

Coordinates and performs advanced administrative duties independently for the Vice Chancellor; manages daily activities to assure efficient operations; provides information both on phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.

Independently organizes and coordinates the flow of activities through the office in relation to priorities, schedules and deadlines; communicate and work effectively with the Vice Chancellor, Chancellor, Board of Trustees, students, district employees, legal counsel, members of the press and the public in situations requiring tact, poise and understanding; coordinates travel for the Vice Chancellor; composes confidential documents; maintains official and confidential files and records; collects data and compiles information including information requested through public records requests; may collect, monitor and maintain staff filings and update county reporting system; prepares meeting agendas including information related to agenda, attends and takes minutes for several committee meetings which include staff and members of the community and maintains website related to meetings; may participate on committees. Assists in the budget preparation for division, monitors and manages department budget, processes expenditures and budget allocations, processes budget transfers, transfer of expenditures, reviews and submits invoices for payment, processes purchase requisitions and makes budget recommendations to the Vice Chancellor. Processes Human Resources employment documents and Payroll salary records; monitors and maintains the absence request process. Writes docket items, collects, coordinates, prepares and submits division docket. Drafts written materials from general instruction; makes appointments and coordinates Vice Chancellor's calendar. Applies judgment in handling questions or problems in absence of administrator.

### **Organizational Relationships**

This position is designated as a confidential employee and reports directly to the Vice Chancellor.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of training and experience equivalent to two years of college level training in office management or similar fields; five years of increasingly responsible office experience, including two years of experience equivalent to an Administrative Secretary or Executive Secretary level in a District/College.

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

**Knowledge and Abilities**

Thorough Knowledge of: the principles of office management and word processing; preparation of spreadsheets; modern office methods, procedures, terms and equipment; office management practices; principles and practices of training, supervision and coordination of office and student workers; principles of recordkeeping and data compilation; principles of public relations related to office operations. Practical working knowledge of the State Education Code; District Administrative and Board Policies relating to the District's operation and administration; the Ralph M. Brown Act; sources of information related to the work of the Vice Chancellor's Office, the district budget system; union and employee contracts and general district organization.

Ability to: work independently; make decisions relative to the Office of the Vice Chancellor in the absence of the Vice Chancellor as authorized; coordinate and expedite a large volume of administrative detail; take complex office tasks requiring independent judgment; meet deadlines while working in a demanding work environment; adapt office procedures and details to changing needs and requirements; edit and review materials for accuracy; follow oral and written directions and carry out the policies and intentions of the district without specific instructions; read, understand, apply and explain technical policies and materials; maintain confidentiality of non-public information; organize an office involved in multiple programs.

**APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

### **Foreign Degrees**

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Assistant to the Vice Chancellor, Business Services  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261439>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 2, 2025

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5027674/assistant-to-the-vice-chancellor-business-services>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Business Services  
Rancho Santiago Community College District

,