Administrative Coordinator (Reg FT)
Community College of Allegheny County

Job Title	Administrative Coordinator (Reg FT)
Department	NA
Institution	Community College of Allegheny County
	Pittsburgh, Pennsylvania
Date Posted	Sep. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6552200
Apply By Email	

Job Description

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Administrative Coordinator (Reg FT)

Position Title: Administrative Coordinator (Reg FT)

Employment Type: Regular Full-Time

Department: President's Office

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, in order to ensure

consideration for an interview, please submit your completed application, cover letter and resume by no later than September 20, 2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage**: Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off**: Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning**: Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind**: Employer-paid benefits include **group life insurance**, **short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support**: Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support**: Take advantage of **tuition waivers**, **tuition reimbursement**, **Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards**: Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages**: Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 12 - $46,390

Job Category: Administrators

Job Slot:6030

Job Open Date:9/5/2025

Job Close Date: Open until filled

General Summary:

Requirements:

MINIMUM REQUIREMENTS:

Education:

An associate degree (Bachelor's degree is preferred).

Experience:

Minimum of three years of experience in similarly responsible positions in complex institutions.

Duties:

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Considerable knowledge of modern office practices and procedures, and standard clerical techniques and expertise with Microsoft Office suites and the internet.

Skills and Abilities to:

- Manage complex and multiple projects on behalf of the Office of the President.
- Excellent organizational and communication skills.
- Compose effective and accurate correspondence.
- Maintain confidential matters with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates and makes travel arrangements, itineraries and agendas, appointment schedules, and calendars; arranges meetings and conferences; compiles documents associated with travel-related activities.

2. Assists with college event planning, research appropriate venues, coordinates vendor contracts, maintains communication with vendors, orders catering for events, maintains documentation for each

event, and helps set up and tear down events.

3. Performs executive-level clerical duties, including preparing correspondence and reports, organizing and planning projects, distributing mail, screening calls and visitors, and organizing files.

4. Interprets and explains college and department policies, rules, and regulations in response to inquiries; refers inquiries as appropriate.

5. Performs accounting functions related to accounts payable or receivable.

6. Maintains timecard and payroll records, including employee evaluations and disciplinary actions; maintains personnel files and records.

7. Orders and purchases supplies for the department.

8. Participates and assists in the administration of a department budget; compiles annual budget requests and recommends expenditure requests for designated accounts.

9. Assists with the preparation of meetings, including posting notices, preparing the agenda, assembling background materials, and typing minutes of meetings as assigned.

10. Plans, assigns, and supervises assigned clerical personnel's work; assists with completing performance evaluations of assigned personnel; trains staff in office methods and procedures.

11. Builds and maintains positive working relationships with co-workers, other college employees, and the public using principles of good customer service.

12. Assists in developing department policies and procedures to meet department objectives.

13. Performs other related duties as required or as assigned.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to travel to perform work duties at any campus or center location within the CCAC system.

Clearances:

Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available

here

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Direct Link: https://www.AcademicKeys.com/r?job=262306
Downloaded On: Sep. 10, 2025 5:52pm
Posted Sep. 10, 2025, set to expire Jan. 6, 2026

To view the full job posting and apply for this position, go to:
https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1819

Contact Information

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

Contact

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Community College of Allegheny County

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