# Assistant Campus Administrator/Business Manager (Reg FT)
# Community College of Allegheny County

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| **Job Title** | Assistant Campus Administrator/Business Manager (Reg FT) |
| **Department** | NA |
| **Institution** | Community College of Allegheny County<br>Pittsburgh, Pennsylvania |
| **Date Posted** | Sep. 16, 2025 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Director/Manager |
| **Academic Field(s)** | Administration - Accounting & Finance |
| **Apply Online Here** | https://apptrkr.com/6569949 |
| **Apply By Email** | |
| **Job Description** | |



**Assistant Campus Administrator/Business Manager (Reg FT)**

**Position Title:** Assistant Campus Administrator/Business Manager (Reg FT)

**Department:** Business and Administration

**Campus**: Allegheny Campus

**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

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no later than 9/26/25. 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)

**Salary Grade:** Admin 14 - $55,756

**Job Category:** Administrators

**Employment Type:** Regular Full-Time

**Job Slot:** -

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**Job Open Date:** 9/12/2025

**Job Close Date:**

**General Summary:** This position assists the Campus Administrator/Business Manager with daily operations of campus support services including the business office and office.

**Requirements:**
Bachelor's degree in accounting, information technology, business management, or related field and a minimum of three year's related experience OR an equivalent combination of education and professional experience.

**Duties:**
1. Supervises and directs the Business Office staff, oversees/manages the mail, delivery and courier services for the campus/center to which they are assigned; manages shipping/receiving, duplication and campus deliveries. 2. Manages, prioritizes, troubleshoots, and processes non-academic room scheduling using applicable software in conjunction with the academic scheduler. Performs annual academic classroom audits to ensure system data in Ad Astra equates to physical data, technology, or equipment updates. 3. Conducts tours of campus spaces, coordinates venue facilities, helps manage events scheduled at the campus, assists the Campus Administrator in reviewing external requests to use the campus's facilities, processes application and invoices for facility usage agreements in compliance with campus facilities usage and expressive activities guidelines; acts as event coordinator. 4. Assists in ensuring that the record retention policies for confidential materials are enforced and that the materials are properly disposed. 5. Supervises item processing, inventory control, and documentation of identified asset life cycle. Assists the Accounting Department with yearly fixed asset inventory control. 6. Supports faculty, staff, and administration in the processing and approval of purchase requisitions and vouchers in ChromeRiver. 7. Assists the Office of Human Resources with training, new hire procedures, campus recordkeeping procedures, weekly timekeeping audits and approvals, and administration of collective bargaining agreements and college policies, procedures, guidelines and regulations. Also assists with off-boarding of all employees. 9. Compiles Reports in conjunction with Risk Management with regard to student accident claims and 3rd party vendors through the Business office. 10. Assists in the approval of student travel packets, trip request and expense reports. 11. Serves in the absence of the Campus Administrator or as assigned, including campus approvals and identification of problems. 12. Performs other duties as required or as assigned.

**Clearances:** Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History

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Direct Link: https://www.AcademicKeys.com/r?job=262577
Downloaded On: Sep. 16, 2025 4:45pm
Posted Sep. 16, 2025, set to expire Jan. 13, 2026

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 and are available here.

**To view the full job posting and apply for this position, go to:**
**https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1809**

**Contact Information**

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

**Contact**

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