

**Administrative Assistant 1**  
**Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=263857>

Downloaded On: Oct. 13, 2025 4:17pm

Posted Oct. 13, 2025, set to expire Feb. 7, 2026

**Job Title** Administrative Assistant 1  
**Department** NA  
**Institution** Community College of Allegheny County  
Pittsburgh, Pennsylvania

**Date Posted** Oct. 13, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

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**Job Description**

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**Administrative Assistant 1**

**Position Title:** Administrative Assistant 1

**Department:** Business Office

**Campus:** Boyce Campus

**Additional Information:** This position will remain open until filled. However, to ensure consideration for an interview, please submit your completed application, cover letter, and resume by no later than 10/24/25. The College cannot guarantee that application materials received after this date will be

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considered or reviewed.

**Benefits:** CCAC offers an exceptional benefits package. Highlights include an excellent health plan with very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

**Work Hours (for hourly positions):** Monday - Friday, 8:30 AM to 4:30 PM. Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

**Salary Grade:** EXCL - Administrative Assistant I - \$40,293

**Job Category:** Office Support Staff/Maintenance/Housekeeping

**Employment Type:** Regular Full-Time

**Job Slot:** 0684

**Job Open Date:** 10/10/2025

**Job Close Date:**

**General Summary:** Perform senior-level administrative secretarial duties characterized by the demand for considerable initiative and independent judgment; ability to establish and maintain effective working relationships with college officials, faculty, the board of trustees, external corporate executives and the general public, and to correctly convey information to these constituencies.

**Requirements:** Associate's degree and a minimum of three years of related experience or High School Diploma/GED and at least five years of related experience; considerable knowledge of modern office practices and procedures, as well as standard clerical techniques and expertise with Microsoft Office package; excellent organizational and communication skills; ability to compose effective and accurate correspondence; ability to maintain confidentiality.

**Duties:**

1. Compose and type a variety of complex reports, forms, memos, and correspondence; compose

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correspondence independently as appropriate.

2. Work with material related to matters concerning labor relations and employment issues.
3. Act in a confidential capacity and access labor relations policy data upon request.
4. Compile data for contracts, audits, government requirements, and college-wide reports; perform related calculations; and verify own work for accuracy and completeness.
5. Develop and maintain complex filing systems containing highly confidential materials including confidential files and specific records relating to the effectuation of the labor relations agreements.
6. Interact with faculty, staff, and outside agencies to exchange information, suggest policy interpretation, and provide initial assistance in resolving problems.
7. Arrange for conferences and special events which includes preparing agenda, contacting participants, and scheduling facilities.
8. Attend meetings and take, transcribe, and type minutes.
9. Prepare and maintain budgetary and other financial record-keeping systems and investigate discrepancies.
10. Develop and implement forms and recommend procedural changes to enhance the efficiency of operations.
11. Receive, screen, and refer telephone calls.
12. Receive, open, sort, and route mail.
13. Receive, screen, and direct visitors to appropriate office.
14. Compute and process payroll for assigned faculty and staff.
15. Assist and/or train temporary, work-study, and part-time personnel; may coordinate and assign their work.
16. Prepare materials for bulk mailings.

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17. Take and transcribe from machine or oral dictation.

18. Perform other related duties as required or 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 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=1843>

### 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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