

Administrative/Clerical Temporary Pool  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=231497>

Downloaded On: May. 8, 2024 11:52pm

Posted Feb. 27, 2024, set to expire May 31, 2024

**Job Title** Administrative/Clerical Temporary Pool  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Feb. 27, 2024

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

**Job Categories** Professional Staff

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

**Apply Online Here** <https://apptrkr.com/5055963>

**Apply By Email**

**Job Description**

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### HR EMPLOYMENT/CAREERS

This is a pool of applicants for any Administrative/Clerical temporary positions that may become available within the Foothill - De Anza Community College District. Applications submitted to this temporary pool will be screened by HR for minimum qualifications. After your application has been screened you will receive an e-mail notification regarding your status.

Possible positions that may fall under this Administrative/Clerical temporary pool are:

- Office Assistant I - III
- Planetarium Assistant
- Program Assistant I - III

The job descriptions are for each job title are:

- Office Assistant I- Perform a variety of routine, entry-level, clerical office functions in support of day-to-day clerical/office or department work units. Includes typing, filing, data entry and record keeping, operating office equipment, answering phones and/or operating computers. Receive, sort, and route mail. Stuff, seal and stamp envelopes. Sort, staple, collage and hand deliver materials. This job requires accuracy and attention to detail.
- Office Assistant II- Perform a variety of general, mid-level clerical/office and operational functions in support of day-to-day clerical/office or department work units. Requires adherence to daily timelines, accurate data entry and record keeping, attention to detail as well as skill to respond effectively and tactfully to inquiries from both employees and the general public.
- Office Assistant III- Perform a wide variety of responsible, higher-level clerical/office and operation functions in support of day-to-day clerical/office or department work units. Positions work on special projects and coordinate administrative activities. Collect and analyze data for records and reports. May maintain a variety of office database and spreadsheet applications. May work on multiple projects.
- Planetarium Assistant- For Planetarium Saturday Evening Astronomy shows and Laser Light shows: Serve as cashier by operating register and credit card machine for show ticket sales and other cash register transactions. Serve as gift shop counter and customer service attendant and answer high volume of questions via telephone and in person. Make sure gift shop, lobby, auditorium and restroom areas are kept neat in appearance. Serve as door usher by collecting

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admission tickets and directing customers into auditorium. Assist with crowd control before and after shows and walk outside Planetarium building to help direct customers. Assist presenter while show is in progress as needed and by answering astronomy and facility related questions either before or after show.

- Program Assistant I- Work under the direction of college administration. Assist in the implementation of summer programs or activities. Assist in interviewing and training summer hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and guidelines to include a low-level of coordination. Assist in preparing routine records and program reports.
- Program Assistant II- Work under the direction of college administration. Assist in the implementation of summer programs or activities. Assist in interviewing and hiring summer hires (i.e. teachers, coaches, etc.). Schedule and train summer hires. Perform duties with established procedures and guidelines to include a mid-level of coordination. Monitor budgets, prepare routine records and program reports.
- Program Assistant III- Work under the direction of college administration. Responsible for developing and implementing summer programs or activities. Interview, hire, schedule and train summer hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and guidelines to include a high-level of coordination, budget development, and program evaluation. Prepare reports, studies, and analysis of program as required.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1575?c=fhda>

### **Contact Information**

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

### **Contact**

Staff

Foothill-De Anza Community College District

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