

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Administrative Assistant II, Foothill Global Access

**Job #07-004**

**Closing Date: 07/14/06**

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant II, Foothill Global Access, Foothill College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the supervision of the Dean, Foothill Global Access, perform a broad range of administrative tasks essential to the operation of the Foothill Global Access (FGA) program. Interact with faculty, staff, students and others to provide problem resolution and information on distance learning procedures, online courses, instructional issues such as registration and online policies and procedures. Perform a variety of complex administrative and program support activities including promotion of online degrees and services of FGA. Prepare and monitor reports based on routine activities as well as special projects; research and analyze topics related to the FGA program. Assist the dean with college and state reports. Develop and analyze data. Work with departments and programs to assure timely submission of data and other required documents for the FGA program. Collaborate with district and college personnel to develop and implement effective reporting procedures. Serve as a resource for data, research, special projects, schedules and other information pertaining to the FGA area. Provide clerical support to one or more aspects of the FGA program. Resolve issues, provide reports, and assure program objectives and policies are properly implemented. Coordinate daily operations. Maintain records for activities and coordinate schedules. Integrate activities with other parties-at-interest and schedule facilities. Maintain California Virtual Campus Course Catalog listing of online courses offered at Foothill College. Provide information to the public; interact with broad constituencies to coordinate, facilitate and communicate activities. Assist in overseeing financial records and monitoring budgets. Design and write promotional materials, correspondence, reports and other documentation. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in a related field.
3. Three years related work experience.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of financial and statistical record-keeping techniques.
2. Knowledge of basic budget monitoring and control.
3. Knowledge of modern office practices, procedures and equipment.
4. Knowledge of telephone techniques and etiquette.
5. Ability to effectively use interpersonal skills with tact, patience and courtesy.
6. Ability to perform a variety of administrative and program support activities.
7. Ability to develop and analyze data.
8. Ability to perform research and complete special projects for the Foothill Global Access program.
9. Ability to assist managers with a broad range of reports, schedules and activities.
10. Ability to analyze situations accurately and adopt an effective course of action.
11. Ability to compose independently or from oral instructions letters, memos, or other materials.
12. Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
13. Ability to maintain records and prepare reports.
14. Ability to communicate effectively both orally and in writing.
15. Ability to meet schedules and timelines.
16. Establish and maintain cooperative and effective working relationships with others.
17. Ability to work confidentially with discretion.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Administrative Assistant II, Foothill Global Access..
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

**-OVER-**

Application materials become the property of the District and will not be returned.

**CONDITIONS OF EMPLOYMENT**

**Salary:** \$3,632.72 per month plus benefits; level N-46

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>