

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Administrative Assistant I, Honors and Articulation Program

Job #07-009

Closing Date: 07/21/06

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant I, Honors and Articulation Program, Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean, Counseling, perform various clerical duties related to the Honors and Articulation Program. Coordinate daily operations for the program. Respond to phone inquiries. Assist and direct visitors to the proper person or office of interest. Provide information concerning policies and procedures. Coordinate schedules, integrate activities with other parties-at-interest, and schedule facilities. Create and organize material for meetings. Prepare letters, memos, forms and other correspondence. Screen and route all incoming and outgoing mail. Order and maintain office supplies. Serve as a resource for data, research, special projects, schedules and other information pertaining to the Honors and Articulation Program. Provide clerical support to one or more aspects of the Honors and Articulation Program by resolving issues, providing reports, and assuring program objectives and policies are properly implemented. Maintain confidential records. Assist students and parents with inquiries pertaining to program eligibility forms. Assist in monitoring budgets and maintaining records of program activities. Perform other 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. One year of related work experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of telephone techniques and etiquette.
2. Knowledge of modern office practices, procedures and equipment.
3. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
4. Knowledge of financial and statistical record-keeping techniques.
5. Ability to assist managers with a broad range of reports, schedule and activities.
6. Ability to develop and analyze data.
7. Ability to analyze situations accurately and adopt an effective course of action.

8. Ability to effectively use interpersonal skills with tact, patience and courtesy.
9. Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
10. Ability to operate a computer and use software and related office equipment.
11. Ability to establish and maintain cooperative and effective working relationships with others.
12. Ability to communicate effectively both orally and in writing.
13. Ability to meet schedules and timelines.
14. Ability to work confidentially with discretion.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting 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 I, Honors and Articulation Program.
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.

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

CONDITIONS OF EMPLOYMENT

Salary: \$3,298.61 per month plus benefits; level N-42

Position: Full-time, Permanent, 11 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>

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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
<http://www.fhda.edu>