

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Division Administrative Assistant, Facilities

Job #07-035

Closing Date: 10/06/06

The Foothill-De Anza Community College District is currently accepting applications for **Division Administrative Assistant, Facilities, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under general supervision, coordinate the use of campus facilities for non-instructional activities. Maintain accounting systems for revenues and expenses for facilities rental and the division office. Prepare contracts and verify for completeness of information. Coordinate contract requirements with campus departments, preview facilities with customers and assist in problem solving with regards to scheduling, administering the rent and use of college facilities in compliance with the Civic Center Act. Maintain bookkeeping records, produce reports and statistical analysis of data for facilities rental and division office. Maintain and distribute master calendar schedule of events on campus. Oversee hourly employees. Review and process the day-to-day paperwork of the division. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

1. Bachelor's degree.
2. Knowledge of statistical processes and basic bookkeeping procedures.
3. Knowledge of office practices and procedures.
4. Knowledge of college facilities services, rules and regulations.
5. Knowledge of proper English usage, vocabulary, grammar, spelling and punctuation.
6. Ability to use a computer and software including but not limited to: Excel, Filemaker Pro, Page Maker, and Microsoft Word.
7. Ability to prepare computerized reports.
8. Ability to communicate and deal effectively with staff, students, community, organizations and the public.
9. Ability to interpret and comply with institutional and state policies, rules and regulations.
10. Ability to initiate action and follow-through activities.

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 Division Administrative Assistant, Facilities.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, 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: \$3,664.76 per month plus benefits; level N-44

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.

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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>