

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Division Administrative Assistant

Faculty and Staff

Job #07-105

Closing Date: 01/12/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of Faculty and Staff, initiate printing of schedules and informational brochures for staff development activities. Maintain records necessary for accurate payroll and other expense accounting for the Dean of Faculty and Staff, Academic Senate, Cultural Diversity Program and the Conference and Travel Budget Committee. Monitor processes for campus hiring and tenure committees in consultation with the Dean of Faculty and Staff. Coordinate collection and distribution of specific data, including evaluation timetables for management and faculty. Assist in the scheduling office. Perform day-to-day clerical functions such as answering phones, photocopying, filing, and scheduling appointments. Assist the Faculty Senate and Staff Development Office by performing general clerical duties. 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. Knowledge of statistical processes, data processing methods, basic accounting and payroll procedures.
2. Knowledge of office practices, including filing systems, electronic spreadsheets, database management, and multimedia presentations.
3. Familiarity with Apple Computer environment.
4. Knowledge of Quark or desktop publishing.
5. Knowledge of English usage, vocabulary, grammar, spelling and punctuation.
6. Excellent keyboarding and editing skills.
7. Ability to effectively interact with the public, faculty and staff.
8. Ability to work with detail and maintain a high level of accuracy.
9. Ability to engage in several tasks.
10. Ability to organize and prioritize work.

11. Ability to communicate effectively both orally and in writing, which includes composition of general correspondence.

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.
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.

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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>