

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Administrative Assistant I, Transfer Center

Job #07-132

Closing Date: 02/09/07

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant I, Transfer Center, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Transfer Center Coordinator, perform a variety of administrative duties including taking full responsibility for a number of specific administrative and program services essential to the operation of the department. Assume operational responsibilities for specific services that promote the success of ethnically and culturally diverse students historically underserved and underrepresented in transfer programs. Resolve issues to assure that program objectives and policies are properly implemented. Oversee hourly and student clerical employees. Organize and coordinate activities to ensure the success of center services including on-campus university representative visits, campus tours, special events, and workshops. Interact with broad constituencies (students, internal and external program university staff) to coordinate, facilitate, and communicate activities. Coordinate schedules, integrate activities with others, and arrange and schedule facilities. Lead others to accomplish program objectives. Design and write promotional materials such as newsletters, brochures, and flyers with a multicultural student population as the primary audience. Develop and oversee the maintenance of confidential databases containing student records and academic progress. Prepare and monitor reports based on daily operations and special projects. Research and analyze topics; develop and analyze data. Serve as a resource to others for data, research, special projects and additional information. Oversee financial record keeping, monitor budgets, and maintain records of all expenditures. Assist students, parents, and others regarding Transfer Center services and processes including requirements for minimum transfer eligibility, general education, major requirements and guaranteed admission agreements. Perform 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 a related field.
3. One year related work experience.

In addition, successful candidates will demonstrate the following:

1. Ability to commit to serving and respecting different cultural/ethnic groups, and learning and behavioral styles.
2. Ability to use highly developed critical thinking and organizational skills.
3. Ability to develop and analyze data, and perform research and special projects.
4. Ability to communicate effectively both orally and in writing.
5. Ability to effectively use interpersonal skills with tact, patience and courtesy.
6. Ability to establish and maintain cooperative working relationships with others in internal and external programs.
7. Ability to work confidentially and with discretion.
8. Ability to design and write promotional materials, and analytical and narrative reports.
9. Ability to lead, coordinate, and direct the work of others to ensure the accomplishment of program objectives.
10. Ability to implement and oversee a comprehensive range of activities and services.
11. Ability to work independently to meet and respond to multiple work demands and functions.
12. Ability to analyze situations and adopt an effective course of action.
13. Ability to meet schedules and deadlines.

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, Transfer Center.
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.

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CONDITIONS OF EMPLOYMENT

Salary: \$3,493.89 per month plus benefits; level N-42

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

<http://www.fhda.edu>