

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Division Administrative Assistant, Student Services and Retention Services

(Revised 02/01/07)

Job #07-134

Extended Closing Date: 02/15/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean of the Counseling and Matriculation Division, provide administrative assistance for the Division Dean, faculty and staff. Coordinate the day-to-day administrative operations of the Student Services and Retention Services Center, the Puente Project, the First Year Experience Program and the Early Alert Program. Interact with the public, students, administrators, faculty and staff. Compile and maintain confidential information including evaluations of faculty and staff, hiring information, grievances and complaints. Serve as a liaison between the division dean's office, the College and district personnel. Interpret, implement and disseminate district and division policies and procedures to the public, faculty, students and staff; relieve the dean of routine administrative duties. Utilize various computerized systems including the District's Financial Records System, Student Information System, Human Resource System and Maui System. Monitor division budgets and fiscal management process. Initiate and track expenditures. Order office and instructional supplies and maintain appropriate inventory. Assist in the preparation and maintenance of division curriculum; coordinate the preparation of class schedules including computer input, schedule conflicts and disputes, and informational brochures. Schedule and maintain a calendar of events, meetings and workshops. Screen and process academic petitions and obtain supplemental information, departmental recommendations and signatures. Train and direct student assistants. Assist in the process of the Selection and Tenure Committees in the hiring of new faculty. Coordinate faculty and staff absences. Initiate, process and track leave reports. Compile and organize information for specific projects, reports and requisitions. Design various division forms and reports. Administer the maintenance of office equipment. Serve as a resource for counselors and evaluators regarding division courses, changes, policies, prerequisites and future schedules. Maintain a variety of reports, records and files. 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 secretarial science related field.
3. Three years experience in secretarial or administrative work.

In addition, successful candidates will demonstrate the following:

1. Knowledge of modern office practices and procedures.
2. Knowledge of record keeping techniques.
3. Knowledge of telephone techniques and etiquette.
4. Ability to provide administrative assistance for a division dean, faculty and staff.
5. Ability to independently coordinate the day-to-day administrative operations of a division office, interacting with the public, students, administrators, faculty and staff.
6. Ability to prepare, organize and track division curriculum.
7. Ability to maintain records and files.
8. Ability to assemble, organize and prepare data for records and reports.
9. Ability to communicate effectively both orally and in writing.
10. Ability to operate a computer and related office equipment.
11. Ability to establish and maintain cooperative and effective working relationships with others.
12. Ability to plan and organize work independently.
13. Ability to complete work in an environment that consists of many interruptions.
14. Ability to understand and work within scope of authority.

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-Student Services and Retention Services.
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.

-OVER-

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.

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>