

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Administrative Assistant, Senior

### International Education

Job #07-152

Closing Date: 03/16/07

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant, Senior, International Education, Foothill College.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Director, International Programs, coordinate all functions of International Student Admission. Perform complex analysis and reporting typically with college-wide or district-wide reports. Develop and analyze data. Perform research and special projects. Assist managers with a broad range of reports, schedules and activities. Coordinate activities as part of the instructional day. Work with faculty and staff to resolve any issues as they relate to the administrative aspects of campus events, activities and programs. Develop and coordinate catalogs and schedules affecting college classrooms and programs. Analyze, plan and coordinate activities related to the International Student program or activity. Participate in and oversee financial records; monitor budgets. Perform complex research assignments providing written reports and utilizing spreadsheets and sophisticated software to provide graphs, charts and tables. Research and analyze topics related to the program. Organize and direct program activities on an on-going basis. Lead others to accomplish program or functional objectives. Serve as a resource to others for data, research, special projects, schedules and other information pertaining to the International Student Program. Operate one or more aspects of the program reporting periodically to an administrator to resolve issues, provide reports, and assure program objectives and policies are properly implemented. Coordinate daily operations. Maintain records regarding program activities. Coordinate schedules, integrate activities with other parties-at-interest and schedule facilities. Assist students, parents and others regarding eligibility forms. Provide information to the public and interact with broad constituencies to coordinate, facilitate and communicate activities. Design and write promotional materials, correspondence, reports and other documentation. 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. Five years related work experience.

#### **PREFERRED QUALIFICATIONS:**

1. Fluency in a foreign language, particularly Japanese or Mandarin.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the organization, rules, regulations and programs related to international student programs, particularly Federal Regulations relating to F-1 visa students and SEVIS.
2. Knowledge of applicable sections of the State Education Code and other applicable laws.
3. Knowledge of financial and statistical record keeping techniques and analysis.
4. Knowledge of budget and grant monitoring and control.
5. Ability to effectively use interpersonal skills with tact, patience and courtesy.
6. Knowledge of admissions functions including international educational programs.
7. Ability to proficiently use FileMaker Pro.
8. Ability to coordinate activities of an entire campus for an assigned part of the instructional day.
9. Ability to develop and analyze data for reports, catalogs, and schedules affecting college classrooms and programs.
10. Ability to perform research and complete special projects.
11. Ability to assist managers with a broad range of reports, schedules and activities.
12. Ability to analyze situations accurately and adopt an effective course of action.
13. Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
14. Ability to communicate effectively both orally and in writing.
15. Ability to perform public presentations for small groups of potential students and their parents.
16. Ability to meet schedules and timelines.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://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, Senior.
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.

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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:** \$4,439.59 per month plus benefits; level N-52

**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](mailto:employment@fhda.edu)

<http://www.fhda.edu>