

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Senior Secretary-International Student Programs

Job #07-176

Closing Date: 05/04/07

The Foothill-De Anza Community College District is currently accepting applications for **Senior Secretary, International Student Programs, De Anza College.**

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

Under the direction of the Supervisor, International Student Programs, serve as the receptionist, and provide administrative support for the Programs' Director and staff. Perform a variety of complex, varied and technical secretarial and clerical duties to assist and support the Office Coordinator. Provide information on available resources; direct students and the general public to appropriate services. Schedule counseling appointments, meeting dates and arrange for room reservations. Organize materials for meetings, workshops, International Student Orientation and other activities. Prepare meeting minutes, reports, correspondence, handouts and other documents using word processing, spreadsheet, and database programs. Answer a high volume of telephone calls and e-mail inquiries from prospective and continuing international students. Organize and maintain a variety of files and student records. Order and receive office supplies. Receive and distribute mail, and route information and requests for services. Review and update status of applications for admission. Provide international students with immigration related forms and information concerning general college policies and procedures. Perform other 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. Course work in a related area.
3. Four years of increasingly responsible secretarial experience.

#### **PREFERRED QUALIFICATIONS:**

1. Associate's degree in a related field.
2. Experience working in a culturally and ethnically diverse educational setting.
3. Proficiency in another language other than English.

In addition, successful candidates will demonstrate the following:

1. Knowledge of correct English usage, grammar and spelling.
2. Knowledge and understanding of unique and varying cultural, social, and academic needs of an international student population.

3. Ability to work independently and meet multiple work demands and functions.
4. Ability to operate a computer, use related software and a variety of office equipment including a fax, copier, and adding machine.
5. Ability to learn and interpret basic immigration paperwork and procedures.
6. Ability to effectively use interpersonal skills with tact, patience and courtesy.
7. Ability to develop and maintain complex and varied files and records.
8. Ability to communicate effectively both orally and in writing.
9. Ability to analyze situations and adopt an effective course of action.

#### **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 Senior Secretary, International Student Programs.
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:** \$3,410.55 per month plus benefits; level N-41

**Position:** Full-time, Permanent, 12 months per year

**Occasional evening and weekend work may be required.**

**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.

-OVER-

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>