

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Division Administrative Assistant (Social Sciences and Humanities)

Job #07-177

Closing Date: 05/11/07

The Foothill-De Anza Community College District is currently accepting applications for **Division Administrative Assistant (Social Sciences and Humanities)**, De Anza College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Social Sciences and Humanities, coordinate the day-to-day administrative operations of the Social Science Division Office. Assist the dean and the department coordinators prepare materials, input data into a computer, and proof class schedules. Serve as a liaison between the division office, college, and district personnel. Interpret, implement and disseminate District and division policies and procedures to the public, faculty, staff, and students. Oversee and coordinate the collection and distribution of information to the division. Assist in the management of the division office. Assist the Director of Administration of Justice with program requirements, reports, and projects. Compile and organize information, surveys, and databases. Coordinate advisory committees for Administration of Justice and Paralegal programs, and respond to information requests for both departments. Schedule and prepare minutes of meetings. Assist with hiring, training, and overseeing students or hourly employees. Use the District's network system for financial records, student and class information, and electronic mail. Coordinate faculty and staff absence reports. Coordinate maintenance of instructional equipment. Order, purchase, and maintain supplies. Act as a resource for students and faculty regarding scheduling, course outlines, revisions of courses, and prerequisites. 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 or related field.
3. Three years increasingly responsible experience in secretarial or administrative work.

PREFERRED QUALIFICATIONS:

1. Experience dealing with people from different cultural, ethnic and racial groups.
2. Computer software knowledge (e.g. Word, Excel, Power Point, Email and Meeting Maker.)

In addition, successful candidates will demonstrate the following:

1. Knowledge of modern office practices and procedures including office management, filing systems, Word and data processing methods, and letter and report writing.
2. Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
3. Ability to work independently within standard instructions to ensure continuity of the division's operation.
4. Ability to work with students, staff, and the public face to face, tactfully, courteously, and effectively.
5. Ability to communicate effectively both orally and in writing.
6. Ability to resolve office emergencies based on policies and procedures.
7. Ability to operate a computer and use related office equipment.
8. Ability to type accurately at 55 words net per minute from clear copy.
9. Ability to establish and maintain cooperative and effective working relationships with others.

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 (Social Sciences and Humanities).
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.

-OVER-

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>