

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Administrative Assistant I-Foundation

Job #07-188

Closing Date: 05/25/07

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant I-Foundation, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Foundation, Executive Director and Assistant Director, perform clerical and administrative services and coordinate daily operations. Maintain database of gifts, donors, and friends of the Foundation. Process all donations, including gift data entry and the generation of acknowledgement letters. Prepare bank deposits (check, cash and credit cards) and accounts payable spreadsheets. Answer the main phone line for the Foundation and respond to inquiries including the facilitation of vehicle donations. Produce periodic reports pertaining to fundraising. Prepare and monitor reports based on special projects. Schedule volunteer meetings, prepare agendas, and take and distribute minutes. Assist with all aspects of cultivation and stewardship events and activities. Research and analyze topics; develop and analyze data. Serve as a resource to others for data, research, special projects, and schedules. Provide clerical support to resolve issues and ensure program objectives and policies are properly implemented. Maintain records regarding projects and confidential information. Coordinate submission of proposals to individuals, foundations, and corporations. 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. Associate's degree in a related area or the equivalent.
3. One year related work experience.

PREFERRED QUALIFICATIONS:

1. Ability to work with a high level of discretion.
2. Must be able to maintain confidentiality to protect the privacy of donors.
3. Working knowledge of Word and Excel.
4. Skillful in computer and data entry techniques with unerring accuracy.

In addition, successful candidates will demonstrate the following:

1. Knowledge of computer terminal and data entry techniques.
2. Knowledge of financial and statistical record keeping techniques.

3. Knowledge of basic budget monitoring and control.
4. Knowledge of modern office practices, procedures and equipment.
5. Knowledge of telephone techniques and etiquette.
6. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
7. Ability to effectively use Interpersonal skills with tact, patience and courtesy.
8. Ability to analyze situations accurately and adopt an effective course of action.
9. Ability to communicate effectively both orally and in writing.
10. Ability to meet schedules and timelines.
11. Ability to add, subtract, multiply and divide quickly and accurately.
12. Ability to establish and maintain cooperative and effective working relationships with others.
13. Ability and willingness to work occasional evenings and weekends for Foundation events.

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

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.

-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>