

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Administrative Assistant I, Career Center

Job #07-191

Closing Date: 06/01/07

The Foothill-De Anza Community College District is currently accepting applications for **Administrative Assistant I, Career Center, De Anza College**.

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

Under the direction of the Career Center Coordinator, perform a variety of administrative duties including taking responsibility for a number of specific administrative and program services essential to the operation of the department. Oversee and coordinate daily operations to ensure the smooth functioning of the department. Resolve issues to ensure that program objectives and policies are properly implemented. Oversee hourly and student clerical employees. Lead others to accomplish program objectives. Organize and coordinate activities to ensure the success of Career Center services including greeting and assisting students, scheduling appointments and providing informational tours of the Career Center to individuals and groups. Interact with broad constituencies (students, college staff, employers, vendors and community members) to coordinate, facilitate, and communicate activities. Design and write promotional materials, job bulletins, newsletters, brochures, and flyers. Develop and oversee the maintenance of program-related databases. Prepare reports based on daily operations and special projects. Research and analyze topics; compile and analyze data. Serve as a resource to others for data, research, special projects, schedules and additional information. Perform financial record keeping; monitor budgets, and maintain expenditure records. Assist in the preparation and implementation of career-related events including semi-annual job fairs. 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. One year of related work experience in a culturally and ethnically diverse environment.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of the local and national labor market.
2. Knowledge of print and online career resources.
3. Ability to create and maintain databases using FileMaker Pro, spreadsheets using Excel and web pages using HTML coding.

In addition, successful candidates will demonstrate the following:

1. Ability to commit to serving and respecting different cultural/ethnic groups, and learning and behavioral styles.
2. Ability to use highly developed critical thinking and organizational skills.
3. Ability to develop and analyze data, and perform research and special projects.
4. Ability to communicate effectively both orally and in writing.
5. Ability to effectively use interpersonal skills with tact, patience and courtesy.
6. Ability to establish and maintain cooperative working relationships with others in internal and external programs.
7. Ability to work confidentially and with discretion.
8. Ability to design and write promotional materials, and analytical and narrative reports.
9. Ability to lead, coordinate, and direct the work of others to ensure the accomplishment of program objectives.
10. Ability to implement and oversee a comprehensive range of activities and services.
11. Ability to work independently, meeting and responding to multiple work demands and functions.
12. Ability to analyze situations and adopt an effective course of action.
13. Ability to meet schedules and deadlines.
14. Ability to work one or more evenings per week.

#### **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 I, Career Center.
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.

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**CONDITIONS OF EMPLOYMENT**

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

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

**Requires some evening work**

**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>