

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### Executive Assistant

#### Human Resources and Equal Opportunity

Job #07-194

Closing Date: 06/08/07

The Foothill-De Anza Community College District is currently accepting applications for **Executive Assistant, Human Resources and Equal Opportunity, Central Services**.

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

Organize and manage the work in the office of the Vice Chancellor of Human Resources and Equal Opportunity to provide services and support to faculty, staff, administrators, student employees and applicants. Prepare agenda items for Board of Trustees meetings and prepare official letters of Board action for the Chancellor's signature. Organize and manage the work of the Professional Development Leave Committee and Human Resources Advisory Committee. Respond to inquiries and concerns of district management, faculty, staff, students and members of the community. Schedule committee meetings, organize agendas and prepare materials. Prepare and distribute minutes when necessary, and initiate follow-up where appropriate. Research policy and legal issues and write reports. Prepare draft documents such as letters, resolutions and agreements on related legal issues. Perform other 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 of work and education equivalent to two years of college or secretarial training.
3. Three years of increasingly responsible secretarial, administrative assistant or office management experience.

#### **PREFERRED QUALIFICATIONS:**

1. Bachelor's degree.
2. Experience as an executive secretary.
3. Experience in a human resource environment and/or higher education.
4. Macintosh computer skills with the particular software applications of Word, Excel and Power Point.
5. Experience with taking minutes and producing reports of meetings.
6. Demonstrated ability to take initiative and use good judgment in a variety of situations requiring tact and diplomacy.
7. Demonstrated mastery of speaking and writing skills.
8. Demonstrated skill in office procedures and practices.
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In addition, successful candidates will demonstrate the following:

1. Ability to compose correspondence and reports independently.
2. Ability to interpret and apply policies with good judgment.
3. Ability to analyze complex situations and adopt an effective course of action.
4. Ability to work effectively under pressure, and meet multiple, rigid deadlines.
5. Ability to maintain cooperative relationships within the work setting.

#### **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 Executive Assistant, Human Resources and Equal Opportunity.
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:** \$4,861.86 per month plus benefits; level P-10

**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>

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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>