Employment Opportunity

Administrative Assistant
(Confidential-Designated Position)
Human Resources Department - - CL13-66

Initial screening of applications will begin on Thursday, January 9, 2014; however, applications will be accepted until the position is filled.

About the Position: The currently advertised full-time assignment provides complex and varied office administrative and secretarial assistance to the Director of Human Resources at the Aptos campus. A confidential-designated Administrative Assistant eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

*This position is “confidential” designated having access to, or possession of, information in the regular course of duties to the employer’s employee-employer relations.

Examples of Duties: Under the direction of the Director of Human Resources (HR):

- Serves as the liaison between the Director of HR and students, staff, faculty, community organizations, governmental agencies and others by providing information and assistance regarding various College programs, procedures and requirements and resolving administrative problems
- Receives and screens visitors and telephone calls
- Screens requests and schedules appointments with students, staff, faculty and others
- Maintains the Director of Human Resources calendar; schedules, arranges for and attends meetings and prepares minutes
- Receives complaints and concerns from faculty, staff and students and responds appropriately in accordance with College policy and established procedures
- Performs a variety of complex and varied administrative support duties such as coordinating administrative details, planning, scheduling, preparing for meetings and activities
- Researches and compiles a variety of informational materials from varied sources, including criminal history clearance and subpoena processing
- Drafts, types or word processes, proofs and prepares agenda items for the Governing Board and other documents
- Monitors departmental budget allocations and expenditures, maintains financial and statistical records and prepares financial reports
- Opens and sorts mail, attaches pertinent back-up materials and prepares responses
- Types or word processes, edits and proofs drafts and a wide variety of documents and administrative materials from notes, electronic dictation, brief instructions or prior materials
- Uses word processing equipment and inputs or retrieves data and prepares reports using an on-line or personal computer system and various software (e.g. word processing, spreadsheet and database management)
- Reviews, proofs and edits finished employment-related materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Prepares and/or reviews for accuracy timecards, absence reports, correspondence, and other documents
- Organizes own work, sets priorities, and meets critical deadlines
- Makes travel arrangements and lodging reservations
- Organizes and maintains various files and records which involve confidential and sensitive information, purges and archives files as appropriate
- May provide work instruction to others on a project or day-to-day basis; assists in the selection of temporary help or student assistants
- Performs related duties as required or assigned
Minimum Qualifications: Equivalent to graduation from high school and three years of secretarial experience providing office and administrative support.

Knowledge of:
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing
- Organization and function of an educational institution
- Terminology and basic principles and concepts related to Human Resources administration
- The operation of standard office equipment, personal computer and appropriate software (e.g. word processing, spreadsheet and database management)
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Recordkeeping and filing principles and practices
- Basic budgetary principles and standard business mathematics

Skill in:
- Providing varied and complex HR office administrative and secretarial support and assistance in a busy office, coordinating and supporting diverse projects and dynamic activities
- Organizing and completing work, multi-tasking, setting priorities, meeting critical deadlines and following up on assignments with limited direction
- Researching, compiling, summarizing and proofing for accuracy a variety of sensitive information
- Establishing and maintaining detailed and accurate records and files
- Composing correspondence and other documents independently or from brief instructions
- Demonstrating initiative and sound judgment within established guidelines
- Maintaining confidentiality of information
- Maintaining the Director of HR’s electronic calendar
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard at a rate of 55 net words per minute from printed copy
- Directing the work of staff and providing instruction in work procedures

Desirable but not required:
- Completion of two years of college-level coursework in business or office administration
- Successful experience supporting a senior management position in an educational setting

Salary: $3,642 to $4,015* per month to start; seven-step schedule to $4,880. Full-time assignment, 12 months per year; Monday through Friday, 8:30 a.m. to 5:30 p.m. Must be willing to work evenings and weekends, as necessary. Confidential-designated employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such must contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire confidential-designated employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply: Application forms may be obtained through the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217
**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application  
b) Resume – job related  
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Criminal History Inquiry Supplemental to Application  
e) A typing certificate (issued within the last year) showing keyboarding proficiency of 55 net words per minute  
f) A brief (not to exceed one page) clearly identified and separately attached statement, describing your experience providing varied and complex office administrative and secretarial services for an administrator and associated staff

**APPLICANTS ARE ENCOURAGED TO SUBMIT:**

- Documentation such as college transcripts in response to this position’s desirable qualification of college-level coursework in business or office administration.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:** Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** Initial screening of applications will begin on Thursday, January 9, 2014. All completed application materials received by this date are subject to screening. However, applications will be accepted until the position is filled. (E-mail transmittals are not accepted.)

Please note: Cabrillo College will be closed beginning Tuesday, December 24, 2013 and will reopen on Thursday, January 2, 2014 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.