

Position Description



Administrative Assistant I - International Student Programs

Campus **De Anza College**

Posting # **17-066**

Close/Initial Review Date **2/21/18**

[Apply Now](#)

URL:

<https://chm.tbe.taleo.net/chm04/ats/careers/v2/viewRequisition?org=FHDA&cws=42&rid=3047>

Starting Salary: \$4,034.95 (per month) plus benefits; **Salary Grade:** C1-42

Full Salary Range: \$4,034.95 – \$5,396.13 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

JOB SUMMARY:

Under the supervision of the International Student Programs Supervisor, serve as the front office receptionist and provide general office assistance. General clerical duties including photocopying, fax and mailing. Answer, screen and transfer high volume of inbound phone calls; greet and direct students, staff and visitors to the appropriate services under constant interruptions; prepare written responses to routine enquiries via email; record, compile, transcribe and distribute minutes of meetings; handle requests for information; retrieve documents from filing system; maintain office supplies inventories; responsible for opening and closing the office; provide administrative support to the Office Coordinator on data collection and retrieval statistics. Perform other duties as assigned.

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of secretarial and administrative duties, including taking full responsibility for a number of specific administrative tasks.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of administrative activities as directed by an assigned manager.
2. Prepare and monitor reports based on special projects; research and analyze topics related to assigned program; develop and analyze data.
3. Organize and direct an assigned part of a program or activity on an on-going basis; lead others as necessary to accomplish program or functional objectives.
4. Serve as a resource to others for data, research, special projects, schedules and other information pertaining to the assigned area.
5. Operate a computer utilizing standard and functional-related software and a variety of office equipment.
6. Provide clerical support to one or more aspects of a program reporting to an assigned administrator to resolve issues, provide reports, and assure program objectives and policies are properly implemented; coordinate daily operations.
7. Maintain records regarding assigned activities; coordinate schedules, integrate activities with other parties-at-interest and schedule facilities; maintain confidential records.
8. Assist students, parents and others regarding eligibility forms; provide information to the public; interact with broad constituencies to coordinate, facilitate and communicate assigned activities.
9. Participate in and oversee financial records; monitor budgets.
10. Design and write promotional materials, correspondence, reports and other documentation.
11. Perform related duties as assigned.

EMPLOYMENT STANDARDS:**Knowledge of:**

1. Organization, rules, regulations and programs related to an assigned office or function.
2. Applicable sections of State Education Code and other applicable laws.
3. District organization, operations, policies and objectives.
4. Operation of a computer terminal and data entry techniques.
5. Financial and statistical record-keeping techniques.
6. Basic budget monitoring and control.
7. Modern office practices, procedures and equipment.
8. Telephone techniques and etiquette.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate 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. Perform a variety of administrative and program support activities.
3. Develop and analyze data.
4. Perform complete segments of an assigned program or function.
5. Perform research and special projects for assigned area.
6. Implement and oversee program or task elements related to assigned function.
7. Assist managers with a broad range of reports, schedule and activities.
8. Analyze situations accurately and adopt an effective course of action.
9. Compose independently or from oral instructions letters, memos, or other materials.
10. Read, interpret, apply and explain rules, regulations, policies and procedures.
11. Maintain records and prepare reports.
12. Communicate effectively both orally and in writing.
13. Meet schedules and time lines.
14. Add, subtract, multiply and divide quickly and accurately.
15. Establish and maintain cooperative and effective working relationships with others.
16. Work confidentially with discretion.

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 AND one (1) year of related work experience.

LICENSES AND OTHER REQUIREMENTS:

1. Some positions in this class may be required to speak, read and write in designated second language.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.

5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide 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.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our “Applicant Information” to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

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 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 medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

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

Email: employment@fhda.edu

<http://hr.fhda.edu/>