FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Division Administrative Assistant

BASIC FUNCTION:

Under the direction of a Division Dean, provide administrative assistance for a Division Dean, faculty and staff; independently coordinate the day-to-day administrative operations of the Division office, interacting with the public, students, administrators, faculty and staff.

REPRESENTATIVE DUTIES:

1. Provide administrative assistance for a Division Dean, faculty and staff; independently coordinate the day-to-day administrative operations of the Division office, interacting with the public, students, administrators, faculty and staff.

2. Compile and maintain confidential information including evaluations of faculty and staff, hiring information, grievances and complaints.

3. Serve as a liaison between the Division Dean’s office, the College and District personnel; interpret, implement and disseminate District and Division policies and procedures to the public, faculty, students and staff; relieve the Dean of routine administrative duties.


5. Monitor division budgets and fiscal management process; initiate and track expenditures; order office and instructional supplies as needed and maintain appropriate inventory.

6. Assist in the preparation and maintenance of Division curriculum; coordinate the preparation of class schedules including computer input, schedule conflicts and disputes and informational brochures; schedule and maintain a calendar of events, meetings and workshops.

7. Screen and process Academic Petitions and obtain supplemental information, departmental recommendations and signatures.

8. Train and direct student assistants.

9. Assist in the process of the Selection and Tenure Committees in the hiring of new faculty; coordinate faculty and staff absences; initiate, process and track leave reports.

10. Compile and organize information for specific projects, reports and requisitions; design various Division forms and reports.

11. Operate a computer and related office equipment; administer the maintenance of office equipment.

12. Serve as a resource for counselors and evaluators regarding Division courses, changes, policies, prerequisites and future schedules.

13. Maintain a variety of reports, records and files.

14. Perform related duties as assigned.

SEIU Job Descriptions Page 10 of 114
KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

1. Assigned Division programs, course offerings, degrees offerings and curriculum.
2. District organization, operations, policies and objectives.
3. Modern office practices and procedures.
4. Record-keeping techniques.
5. Operation of a computer and related office equipment.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Oral and written communication skills.
8. Telephone techniques and etiquette.
9. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Provide administrative assistance for a Division Dean, faculty and staff.
3. Independently coordinate the day-to-day administrative operations of the Division office, interacting with the public, students, administrators, faculty and staff.
4. Prepare, organize and track Division curriculum.
5. Maintain records and files.
6. Assemble, organize and prepare data for records and reports.
7. Communicate effectively both orally and in writing.
8. Operate a computer and related office equipment.
9. Type at 55 words net per minute from clear copy.
10. Establish and maintain cooperative and effective working relationships with others.
11. Plan and organize work independently.
12. Complete work with many interruptions.
13. Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate’s degree in secretarial science or related field and three years experience in secretarial or administrative work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Office environment.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer and related equipment.
3. Sitting for extended periods of time.
4. Bending at the waist, kneeling or crouching.
5. Seeing to read various materials.

DATE APPROVED: March 1, 1999
RANGE: N-44
EEO-CATEGORY: H-40