



Executive Assistant to the Vice President, Administrative Services

POSTING CLOSING DATE: September 18, 2019

**Full-Time Permanent Position (1FTE)
40 hours per week with benefits, 12 month position
\$68,858 to \$87,882 per year**

About Gavilan:

Established in 1919, Gavilan College is the ninth oldest California Community College. Gavilan College serves a 2,700 square mile district that encompasses southern Santa Clara County and all of San Benito County. The College maintains a comprehensive campus in Gilroy, CA and four campus centers located in South San Jose, Morgan Hill, San Martin and Hollister. Gavilan College is a Hispanic-Serving Institution (HSI); 58.8% of students are Latinx/Hispanic; 27.6% are white/non-Hispanic; 4.5% are Asian and 2.2% are African-American. Gavilan College serves its community and students by offering high-quality education in more than 70 transfer-related fields and more than 30 industry-relevant career pathways. In 2017-18, Gavilan College awarded more than 500 Associate Degrees and more than 500 career education certificates.

Gavilan College fosters the growth and development of our students and staff as enacted in our Principles of Community. Member of the Gavilan College community value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge and the principles of democratic citizenship. Gavilan College faculty and staff strive to maintain these ideals in an environment of inclusiveness mutual respect. The Principles of Community provide the foundation which creates this environment. The College maintains the highest ethical standards to establish and atmosphere of civility, honesty, cooperation, professionalism, and equity; and the College aspires to be diverse, purposeful, inclusive and equitable. The strength of these Principles resides in their ability to create a shared set of values that inform and guide our community's daily practice. Gavilan College employees live these shared values and work collaboratively to serve as the model of an exemplary, student-centered community-serving college.

Ideal Candidate:

The ideal candidate will be accurate, detail-oriented and self-directed with strong organizational skills and an ability to evaluate situations in context of the "big picture" and be able to help the Vice President prioritized many competing interests strategically. Must analyze complex financial transactions and prepare accurate, concise reports for management use. The individual will need strong communication skills, have a comfortable knowledge of customer service, and agile in a fast-paced environment. Experience in budget accounting, payroll and benefit processes, and local-government, preferably within an educational environment is highly desirable. An intermediate ability to create spreadsheets, write formulas and analyze pivot tables is also preferred.

Definition:

Under general direction, to provide administrative assistance and confidential secretarial support to a Vice President; to relieve the Vice President of routine office details; to provide staff assistance on a variety of matters; and to perform related duties as assigned.

Distinguishing Characteristics:

This classification is distinguished from other secretarial and administrative support jobs by its responsibility for providing staff assistance and secretarial support to a Vice President (Instructional Services, Student Services, or Administrative Services).

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Composes/prepares a variety of correspondence, reports, agenda materials, forms, and other written materials; proofs and/or edits materials;
- Receives and screens callers and voice mail, routes inquiries, relays Vice President's instructions and information to various college departments; applies policies and procedures; assists students, staff and public, and resolves complaints;
- Opens, screens and routes incoming correspondence and email, locates and attaches pertinent materials;
- Schedules and maintains appointment calendar for the Vice President, schedules and coordinates meetings; maintains calendars of events; makes travel arrangements;
- Coordinates special events and makes room, food and related arrangements for a variety of meetings;
- Assists in the preparation of and monitors the budget; reviews budget reports and resolves discrepancies; initiates transfers; prepares claims; provides assistance and guidance to staff in budget matters;
- Attends meetings, takes and transcribes minutes, and provides other responsible support to various boards and committees;
- Provides staff assistance such as gathering facts and materials, researching, compiling and summarizing information, processing and correlating data, preparing reports and processing forms, initiating recurring processing tasks for the area, preparing and maintaining handbooks, policies, schedules and related documents; and related assistance;
- Establishes and maintains confidential filing systems and official records, and ensures their security;
- Types, transcribes, word processes, assembles and distributes various documents;
- Collects, compiles and summarizes data and information for Vice President's use, state reports, program review, fiscal, and administrative purposes;
- Operates spreadsheet, presentation and graphics software;
- Performs a variety of other responsible secretarial and clerical support such as: assemble, duplicate and distribute materials, order and maintain office supply stock, establish and maintain filing systems;
- May attend and/or conduct a variety of internal and external meetings and committees, within delegated authorities;

- Prepares grant and other contractual applications including research of data and requirements, and preparation of narrative;
- Provides back up to other administrative assistants and the Executive Secretary;
- Performs a variety of other responsible administrative support, technical and secretarial functions.

Minimum Qualifications:

Knowledge of:

- Modern office methods, procedures, supplies and equipment, including filing system development and maintenance, and telephone reception.
- Personal computer applications including word processing, spreadsheets, and graphics.
- English grammar, spelling, punctuation and composition.
- Formats and requirements for various reports, forms and correspondence.
- Business arithmetic.
- Functions and responsibilities of the various departments of the college.
- Specialized processes and procedures related to the area of assignment.

Skill in:

- Typing at a net rate of 60 words per minute from clear copy.
- Rapidly and accurately transcribing from tape.
- Composing correspondence, memos and other materials.
- Operating personal computer applications software for word processing, spreadsheets, and campus specific software.
- Interpreting and applying procedures and regulations.
- Effective oral and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including administrators, Board members, students, faculty, staff and external agencies.
- Prioritizing workload, meeting deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.
- Learning and performing specialized procedures and processing related to the area of assignment.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

Illustrative Education and Experience: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional secretarial coursework, and three years of increasingly responsible typing and clerical work, at least one year of which shall have been a responsible secretarial capacity supporting a management or executive position.

APPLICATION PROCESS:

To be considered for this excellent opportunity the following items must be received by CCC Registry no later than **5:00pm on Wednesday, September 18, 2019 through the CCC Registry Website, cccregistry.org.**

1. Apply at cccregistry.org
2. CCC Registry online application (all sections are required to be filled out, Education, Employment History, Diversity Statement, Professional References, General Information)
3. Cover letter detailing qualifications and experience (required)
4. Resume (required)

As an equal opportunity employer, we are required to compile summary data on applicants for employment. We are requesting your assistance in providing the information on the personal and ethnicity section of your [cccregistry](http://cccregistry.org) profile. **The completion of the questionnaire is voluntary on your part.** The form will be kept confidential and separate from all hiring documents and will not be forwarded to the colleges/departments making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at registry@yosemite.edu or call (800)245-4157.

****Please contact the CCC Registry at (800)245-4157 AFTER you apply for this job to verbally confirm that your application is included in this recruitment.**

If you have a verifiable disability, and require accommodation to complete an application contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

GavilanCollege is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.