



Division Assistant

Department: Career Education

Posting Closing Date: Thursday, June 15, 2023

Full-Time 12-month Position (1.0 FTE)
40 hours per week plus benefits
Classified Salary Schedule, Track 15
Currently: \$ 27.09 - \$33.60

About Gavilan:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

Ideal Candidate:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of

holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Career Education Department and demonstrates a commitment to student-centered practices, effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

Ideal candidate will provide on campus culturally responsive support to students, faculty, and staff; as well as have the ability to adapt to the needs of a diverse student population.

The Position:

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Division Assistant position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

Under general direction, the employee implements and coordinates office procedures and timelines in order to provide support for the Dean or Administrator overseeing various division services and programs. This position works with college faculty and other staff, students, vendors, other educational institutions, business and community representatives, regulatory and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve issues that may arise. Division Assistants can lead the work of other clerical staff, volunteers and student workers as assigned.

Distinguishing Characteristics:

This class is distinguished from other administrative and secretarial jobs including Senior Departmental Assistant in that incumbents complete complex clerical work at the action level involved in providing major logistical and operational support for a multi-faceted division, including responsibility for office management and maintenance of division budgets with substantial grant funding. Other responsibilities at this level generally include coordinating with outside agencies; maintaining contracts, MOU's, or other agreements and monitoring compliance. Specific responsibilities vary depending on the divisions to which assigned.

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.

- Exchanges information with College faculty, staff, contractors, vendors, the general public, other educational institutions, outside agencies, businesses and organizations regarding division services, operating policies, and procedures;
- Serves as a liaison between division staff and other College offices for a variety of operational, logistical, program and other procedures;
- Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to make appropriate referrals; sets up and maintains a management calendar; attends meetings and other events to obtain and provide current information; coordinates divisional events;
- Manages a variety of contracts and MOU's ensuring compliance with each external agency;
- Coordinates recruitment for part-time faculty and schedules interviews;
- Distributes, collects and compiles faculty evaluations;
- Uses a database and a variety of spreadsheet and other computer software to set up, track and maintain a wide variety of data and files, including educational and faculty schedules, budget and financial records, proprietary student demographics and other information;

- Researches, compiles and maintains data for grant applications, contracts, special projects, surveys, presentations, agenda materials, and programs and services;
- Plans, creates and implements new and modified office forms and procedures in conjunction with management and other staff;
- Prepares division wide class schedules each semester/summer; produces and maintains room chart that documents scheduling decisions and information;
- Coordinates scheduling activities with departments; compiles department information; assigns room and times for classes; and resolves room assignment conflicts;
- Assigns instructional classroom use, and schedules assessments and orientations for various programs;
- Compiles and reviews information regarding faculty teaching assignments; performs a variety of calculations such as workloads; facilitates problem solving with appropriate staff; and processes changes;
- Enters scheduling data and faculty assignments into a computer based scheduling program; Monitors division budgets; maintains financial records showing allocation of expenditures and account balances;
- Prepares and processes purchase requisitions and collects receipts; departments; obtains approval for expenditures; recommends and processes transfers of funds;
- Retrieves budget reports from accounting system and distributes to departments;
- Administers committees; schedules meetings; disseminates information; records and transcribes meeting minutes;
- Arranges for substitute instructors as needed;
- Assists instructors with textbook ordering, including obtaining review copies of materials; Researches and compiles a variety of informational materials from sources both inside and outside the office;
- Types drafts and a variety of finished documents, including instructional materials such as schedules, course descriptions, tests, correspondence and reports; reviews finished materials for completeness, accuracy, format, compliance, and English usage;
- Composes correspondence and develops division reports for signature of management, supervisory, professional or instructional staff; works from notes, brief instructions or prior documents;
- Schedules appointments for Dean and maintains calendar; schedules and arranges Division meetings; and schedules facilities use by college staff or outside agencies;
- Makes travel arrangements and reservations;
- Keeps records for Dean, faculty and staff; tracks support staff absences; produces leave, vacation and sick leave reports; routinely purges files of information no longer appropriate or needed;
- Trains and leads the work of clerical staff, volunteers and student assistants as assigned.

Minimum Qualifications Education and Experience: Any combination of training and experience equivalent to:

Knowledge:

- Office organizational procedures including workflow, office equipment, supplies, file systems and computer applications.
- Proper formats for a variety of correspondence, reports and other documents.
- Personal computer applications software including spreadsheets and word processing.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Budgeting fundamentals.
- Standard business arithmetic.
- MOU/Contract Compliance
- Comprehensive understanding of the structure and operations of a community college.
- Technical knowledge of programs, facilities, services and curriculum.

Skills and Abilities:

- Multi-tasking and workload prioritizing under deadline pressure, using independent judgment for inscope decision-making.
- Providing an advanced level of support to executive and management staff.

- Providing administrative assistance to grant requirements.
- Project planning and coordination.
- Using initiative and independent judgment within established guidelines.
- Composing original correspondence from brief instructions.
- Understanding and interpreting a variety of written information, including policies, procedures and regulations.
- Proficiency in word-processing, spreadsheets, and basic desktop publishing, and in specialized software used in scheduling.
- Organizing work in a demanding, hectic environment, meeting critical deadlines and solving problems quickly and decisively.
- Strong speaking, writing and conversational skills.
- Protecting the confidentiality of sensitive information.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Skill in respectful, tactful and sensitive interaction with diverse cultures, language groups and abilities
- Office workload planning, anticipation and resolution of problems and workflow modification
- Leading the work of others
- Organizing complex data, setting up tracking and maintaining data in electronic and manual files

Other Requirements:

Some positions in this class may be required to possess a valid California driver's license and have a satisfactory driving record

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 Associate's Degree or equivalent and at least three years of experience in an administrative support position in an executive office; experience supporting a division with multiple departments and programs with substantial grant funding is preferred, experience in an educational institution is desirable.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Vision to read computer screens and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to communicate in person and by telephone; bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office setting.

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

To be considered for this excellent opportunity the following items are required to be received by the CCC Registry no later than **5:00pm on Thursday, June 15, 2023 through the following [CCC Registry website: www.cccregistry.org](http://www.cccregistry.org)**

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information, and Diversity Statement). Apply at www.cccregistry.org *
2. Cover letter detailing qualifications and experience*
3. Abbreviated Curriculum Vitae or Resume*
4. Diversity Statement (within CCC Registry application)

*Denotes application materials that are required for full consideration.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those 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 make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please 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

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.