Administrative Assistant
Academic Senate for California Community Colleges

JOB DESCRIPTION

CATEGORY: Full-time/Non-Exempt
SUPERVISOR: Executive Director, Director of Administration
LOCATION: Sacramento, California

Purpose:
The Academic Senate for California Community Colleges (ASCCC) is looking for a responsible, creative, and organized individual to perform a variety of administrative tasks to support the ASCCC’s Open Educational Resources Initiative grant. We are looking for someone that has excellent oral and written communication skills and able to organize their work using tools like Google Suite, MS Word and Excel, and other office equipment. The ideal candidate will work closely with the ASCCC OERI Program Manager to ensure the efficient and smooth operation of the grant.

Distinguishing Characteristics:
The Administrative Assistant’s primary duties include a combination of advanced administrative tasks that require judgment in setting priorities, interpreting policy, and using knowledge of policies and priorities of work. This position requires the ability to handle problems and non-routine situations by determining the approach or action to take and interprets guidelines, procedures, policies and practices. Requires use of business vocabulary, tact, discretion, and judgment.

Example of Duties:
- Answer and direct phone calls and emails
- Organize and schedule meetings and maintain grant calendar
- Plan committee meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Assist in updating the OERI website and sending communications to the field
- Attend and assist during on/off-site events
- Make travel arrangements
- Provide general operation support to ASCCC
- Other duties as assigned

Knowledge, Skills and Abilities:
- Skill in English composition, grammar, spelling, and punctuation
- Skill in basic math
- Skill in the use of personal computer/software
- Ability to problem solve and make decisions
- Ability to effectively communicate (written and verbal)
- Strong attention to details
- Strong organizational skills
- Ability to work well under tight deadlines
- Customer service skill
- Ability to manage multiple projects while staying on track with monthly deadlines
- Ability to set goals to achieve the objectives of the organization
- Possess exceptional organization and prioritizing skills
Minimum Qualifications:
- At least three-year’s work experience required. Additional education may be substituted for experience.
- Ability to use computer for data entry, and word processing required. Some experience using computer spreadsheet applications preferred.
- Any equivalent combination of experience, training and/or education approved by Executive Director.

Desired Qualifications:
- Relevant Associate Degree (AA/AS) plus three year’s work experience.

Work Location:
- Working remotely 50% of the time until management approves full time face to face/in-person work environment.

COVID-19 Precaution(s):
- Remote interview process.
- Social distancing guidelines in place.
- Virtual meetings.
- Sanitizing, disinfecting, or cleaning procedures in place.

Additional Job Information:
- Full-time position - (2) positions available
- Starting $20.00 per hour, or commensurate on experience
- 100% Medical, Dental and Vision Benefits after successful completion of 90-day Introductory Period.