



## **MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT Invites applications for the position of**

**ADMINISTRATIVE ASSOCIATE III, STUDENT SERVICES, PHYSICAL  
EDUCATION AND ATHLETICS  
FULL-TIME 40 HOURS/ WEEK 12 MONTH ASSIGNMENT  
CLOSING DATE: APRIL 1, 2013  
Recruitment # 12-032**

### **JOB SUMMARY**

Under the general direction of the Dean of Student Services, Physical Education and Athletics, the Administrative Associate III performs complex and responsible secretarial work and relieves the supervisor of a variety of administrative and office details; and provides receptionist duties for the Student Services, Physical Education and Athletic Departments. The incumbent should possess knowledge of CCCAA/COA rules and regulations regarding California Community College athletic eligibility.

### **DUTIES AND TASKS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of complex secretarial and clerical duties for the Dean of Student Services, Physical Education and Athletics
- Assists with budget development and monitors budget expenditures, encumbrances and appropriations; prepares and maintains records, contracts, and budget reports
- Maintains weekly and monthly calendars; schedules and coordinates appointments and meetings for the assigned administrator including room arrangements, mailings and preparation of materials
- Prepares and drafts responses to correspondence and reports; prepares and reviews reports
- Prepares weekly evaluation of student-athlete's active enrollment for eligibility reports, including transcript searches, tracers, and computation of completed units and GPA's
- Establishes and maintains a variety of complex and confidential files and records (e.g. investigations, student discipline case files, legal documents, etc.) for the purpose of ensuring up-to-date trail reference
- Prepares and submits transportation, meal, and officials requests
- Prepares purchase requisitions for District and Foundation accounts in accordance with approved procedures; keeps files of outstanding purchase requisitions and tracks status of orders
- Prepares and distributes purchase orders for SGA accounts
- Screens visitors and incoming contacts and provides requested information; takes messages or redirects inquiries to other faculty and staff members or departments as appropriate
- Receives and deposits all monies collected through fundraising activities
- Operates standard office equipment including personal computers, printers, copiers, fax machines, calculators and other equipment as assigned
- Orders, maintains, and distributes office supplies
- Receives, sorts and distributes all incoming mail
- Assists with data collection and electronic submission of the Equity in Athletics Disclosure Act Report
- Makes travel arrangements, including hotel and rental car reservations for conference attendance and prepares and processes appropriate forms for approval for the Dean of Student Services, Physical Education and Athletics
- Prepares, records, and distributes agendas and minutes for departmental meetings
- Collects, compiles and secures confidential faculty and student records or information
- Receives check-out forms, keys, and parking permits
- Schedules maintenance and repair of equipment; processes work orders and follows-up

- Acquires and applies new computer technology and applications for use in completing assigned tasks
- Prepares, processes and maintains Faculty Load and Overload sheets
- Assists in coordinating the evaluation of Full-Time and Part-Time Faculty and coordinates evaluations performed by the Department Chair
- Prepares class schedules and teaching assignments as appropriate for the department
- Reviews records of hours worked and maintains records for Classified Staff assigned to the department
- Provides direction to hourly staff assigned to the department, as well as Head Coaches and Assistant Coaches
- Performs other related duties as assigned

**Essential Functions:** The Administrative Associate III operates word processing, spreadsheet, calendar, college database and budgeting software programs; utilizes effective oral and written communication skills and keyboarding skills.

### **KNOWLEDGE, SKILLS and ABILITIES**

The incumbent shall possess a thorough knowledge of correct English grammar, spelling, punctuation, office methods, procedures and practices; ability to coordinate many different duties, determine the relative importance of each, set deadlines and complete projects accordingly; ability to quickly learn, independently interpret and apply a variety of complex academic and organizational policies and procedures; ability to trace clerical processing errors; ability to explain a variety of complex procedures and policies; ability to establish and maintain cooperative working relationships with co-workers and others; ability to perform complex secretarial work involving independent judgment, accuracy and speed; ability to establish format and spatial relationships for correspondence, charts and reports using a typewriter, word processing, spreadsheet and/or database programs; ability to prepare clear and concise correspondence of a routine nature; ability to screen mail, telephone calls and visitors; and, ability to perform arithmetic computations.

### **MINIMUM QUALIFICATIONS**

**Education and Experience** – Any combination equivalent to graduation from high school and four (4) years of general clerical work, including at least two (2) years as secretary to a senior executive in a comparable institution.

Two (2) years of full-time vocational business school or two (2) years of full-time college education involving a variety of secretarial, business or commercial subjects may be substituted for up to two (2) years of general clerical experience.

College education in a non-job related subject may be substituted for up to two (2) years of experience on the basis of one (1) year of college education for six (6) months of experience.

- **If you are substituting education for experience you must submit transcripts verifying completion of coursework with your application, to meet the minimum qualification above.**

### **CONDITIONS OF EMPLOYMENT**

The initial salary placement for this position is from **\$3,354 to \$3,558 per month**, depending on the amount of reasonably related experience. For salary placement, seniority and minimum qualifications, this position is classified as an Administrative Associate III. This position will begin as soon as possible and is a **classified full-time 40 hour per week 12 month position**. All permanent/probationary classified employees are required by State law, as a condition of employment, to pay fair share administration charges to the CSEA which is the bargaining unit representing classified employees in the community college system. A six month probationary period must be successfully completed before the selected candidate is considered a permanent employee of the District. The District provides a contribution toward medical, dental and life insurance. Vacation and sick leave are provided. PERS participation is required for retirement. **As a condition of employment the new hire will be required to complete a lives can for fingerprint clearance and a Tuberculosis (TB) test.**

While the current vacancy is expected to be at the San Jacinto campus, applicants may be assigned to any district facility. **The current work schedule is Monday through Thursday, 7:30 am – 5:00 pm, and Friday, 8:00 am - 12:00 pm**, but could change depending on department need.

**APPLICATION PROCEDURES**

Submit a completed district classified application form and transcripts if applicable to:

**Mt. San Jacinto Community College District  
Human Resources Department  
1499 North State Street  
San Jacinto, CA 92583**

**Applications will not be accepted at the Menifee Valley campus or any other district facility.**

To ensure consideration, an application must be received in the Human Resources Office by **April 1, 2013**. **A resume will not substitute for the information required on the application form.** Application screening will begin shortly after **April 1, 2013** and only the most qualified candidates will receive further consideration. For more information and to obtain application materials, please visit our website at [www.msjc.edu](http://www.msjc.edu). Our website may be accessed from any public library computer with internet connection. You may also visit the Human Resources office in Building 200 at the address listed above. Our TDD number is (951) 487-3160. All materials submitted becomes the property of the District and will not be copied, returned or used for other vacancies.

***Equal Opportunity Employer  
Website: [www.msjc.edu](http://www.msjc.edu)***