



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Filing Deadline: November 1, 2019; 5:00 p.m.

Administrative Assistant I (32 hrs/wk @ 20.38/hr)

Schedule may include evening hours

Short Term Non-Continuing Assignment (STNC)

DEPARTMENT: Financial Aid – Division: Extended Opportunity Programs and Services (EOPS)
Extended Opportunity Programs and Services (EOPS) was established to help community college students from economically and educationally disadvantaged backgrounds succeed in their educational goals and transferring to a four-year institution.

BASIC FUNCTION:

Under direction of a manager, provides administrative assistance and office support for a college program (Extended Opportunity Programs and Services) involving frequent and responsible contact with faculty, staff, and/or the public; coordinates and performs specialized tasks including budget and other program recordkeeping/reporting.

REPRESENTATIVE DUTIES:

Plans, schedules and provides office support and specialized tasks for the assigned program; assists with administrative matters; coordinates activities/events; recommends new and revised office procedures as appropriate.

Provides frequent and responsible contact with faculty, staff, students, and/or the public for the program; establishes and maintains positive staff and public relations; exercise initiative and independent judgment.

Receives and screens visitors and telephone calls, referring to others as appropriate; takes and forwards messages.

Provides information and assistance regarding program policies, procedures, rules, and regulations; resolves questions and issues; assists students, staff, and others with the completion of forms and documents.

Coordinates and performs specialized tasks which support the assigned program, such as financial aid, instruction, child care center, maintenance, counseling, and career/transfer center.

Verifies, records, and compiles a variety of information and data for reports and other purposes; develops spreadsheets, databases, and other computerized information/documents; may maintain information on the college website and intranet.

Assists with budget development; provides budget recordkeeping and monitors expenditures; prepares related reports.

Prepares, reviews, maintains and distributes a variety of reports, forms, applications, lists, instructional materials, requisitions, schedules, fliers, calendars, manuals, handbooks, announcements, handouts and other documents; assures that information is accurate and program policies and procedures are met.



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Composes and prepares correspondence; arranges and schedules meetings and appointments; makes travel arrangement.

Maintains records and files; establishes and maintains filing systems; orders, receives and maintains an inventory of office supplies and other materials; opens and distributes mail.

Operates a variety of office equipment including a computer and related software, calculator, copier and others as applicable.

Attends meetings and workshops as assigned.

Performs related duties for department and others as assigned.

QUALIFICATIONS

Knowledge of: Modern office practices, procedures and equipment; word processing, spreadsheet, and data base software; recordkeeping techniques; correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic; interpersonal skills using tact, patience, and courtesy; reception and telephone techniques and etiquette; and verbal and written communication skills.

Ability to: Plan, schedule and provide administrative assistance, office support and specialized tasks for the assigned program; learn, apply, and explain program policies, procedures, rules, and regulations; organize, coordinate and oversee office activities; accurately maintain computerized and other files and records; collect, compile and analyze information and make recommendations; compose and prepare correspondence and other communications; prepare narrative, financial and statistical reports and related materials; provide budget recordkeeping and reports; analyze situations accurately and take effective action according to established guidelines; carry out assignments without detailed instruction; exercise initiative and independent judgment; establish and maintain cooperative and effective working relationships with others; deal effectively with a wide variety of personalities in situations using sound judgment; train and provide work direction to others as assigned; work confidentially with discretion; follow verbal and written directions; work independently with little direction; communicate effectively both verbally and in writing; plan, organize, prioritize and schedule work; meet schedules and timelines; complete work with interruptions and distractions; occasionally work flexible hours including evenings and weekends; operate a variety of office equipment including a computer, maintain spreadsheets and data base software, typewriter, calculator, copier and others as applicable.

WORKING CONDITIONS

Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs).

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 32 hours per week, \$20.38 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.



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APPLICATION PROCEDURE: Submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter including experience as it relates to the representative duties listed for this position.
- Resume

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.