

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: Open Until Filled**  
**First Review of Applications: February 14, 2019**

**Administrative Assistant II (20 - 30 hrs/wk @ \$20.85/hr)**  
**Mendocino College Foundation**  
**Short Term Non-Continuing Assignment (STNC)**

**Responsibilities:** Under general direction, provides administrative assistance and office support; serves as liaison between administrator and the faculty, staff, students, and public; coordinates and performs specialized technical tasks; provides budget and other recordkeeping and reporting for Mendocino College Foundation, including but not limited to:

Assists with administrative matters; organizes office activities; maintains and monitors schedules related to office functions; independently performs a wide variety of duties which support the functions assigned to the administrator; coordinates activities/events.

Serves as liaison between the administrator and faculty, staff, students and the public; establishes and maintains positive staff and public relations; maintains confidentiality and exercises discretion.

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

Provides information and assistance regarding District programs, policies, procedures, rules and regulations; resolves questions and issues; interprets and applies rules and regulations as appropriate; assists students, staff, and others with the completion of forms and documents.

Coordinates and performs specialized, technical tasks for the administrator such as:

Distance and Contract Education

Scholarship program; works directly with donors and students; prepares scholarship announcements, other information and reports; maintains related records.

Prepares and maintains complex, computerized documents, reports, databases, and products; verifies, records and compiles a wide 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.

Assists in the preparation of a variety of annual program review and division budget requests; performs budget recordkeeping and monitors expenditures; prepares related reports.

Prepares, reviews, maintains and distributes a wide 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 district policies and procedures are met.

Composes and prepares correspondence, arranges and schedules meetings and appointments; makes travel arrangements; prepares agenda items for meetings; takes and transcribes meeting notes; distributes to appropriate personnel.

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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 computers and related Microsoft Office software, calculator, copier, etc. and others specific to the department.

Trains and provides work direction to others as assigned; attends meetings and workshops as directed; performs other related duties as assigned.

## **QUALIFICATIONS**

**Knowledge of:** Modern office practices, procedures, and equipment, word processing, spread sheet, and database software, computer applications and data entry techniques, 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, verbal and written communication skills.

**Ability to:** Plan, schedule and provide administrative assistance, office support and specialized technical tasks; learn, interpret, apply, and explain related district laws, policies, procedures, rules, regulations; organize, coordinate, and oversee office activities; accurately maintain a wide variety of complex and computerized files, records, and logs including financial and statistical data; collect 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; record and prepare meeting notes; multi-task; plan, organize, prioritize, and schedule work; meet schedules and timelines; complete work with interruptions and distractions; analyze situations accurately and take effective action; 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; and communicate effectively both verbally and in writing. Occasionally work flexible hours including evenings and weekends. Operate a variety of office equipment including a computer terminal, microcomputer and wordprocessing, spreadsheet and database 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 occasional light lifting (up to 15 lbs).

## **SALARY AND BENEFITS:**

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 20 - 30 hours per week, \$20.85 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. STNC employees may be employed for less than 75% of a school year, up to 180 days.

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## APPLICATION PROCEDURE:

Submit the following materials, as a package, 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 at [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu) or faxed 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.pdf>
- Cover letter
- 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 cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and 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 community service 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.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. 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 and contribute to its growing diversity.

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 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. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

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*The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.*