

**PERALTA COMMUNITY COLLEGE DISTRICT – JUNE 2019**

**CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION**

**STAFF ASSISTANT/VICE CHANCELLOR'S OFFICE, ACADEMIC AFFAIRS  
(Confidential Salary Range 20)  
Job Code: 911**

**CLASS PURPOSE**

Under general supervision, performs a variety of complex and difficult technical and clerical duties to provide administrative and technical support to the Office of Academic Affairs.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide administrative support to the Associate Vice Chancellor of Institutional Research, the Vice Chancellor of Academic Affairs, and other professional staff in the Academic Affairs Department.
- Perform a variety of complex, difficult and multifaceted administrative support duties, requiring significant follow-up, follow through, and attention to detail; type a variety of correspondence, memoranda, reports, statistical reports and other confidential materials.
- Assists in preparing spreadsheets and data summaries using Microsoft Office and other software provided by the District.
- Setup, compile and layout data from available data sets to produce charts and tables using Microsoft and other software provided by the District.
- Assist with the processing of student evaluations of faculty instructors
- Maintains and updates master list of all faculty evaluations district-wide
- Utilize current student evaluation scanning systems to ensure update use of technology for evaluations.
- Assist with all special and grant funded projects, including documentation, requisitions, and maintenance of files.
- Assist with maintaining files for accreditation, curriculum data, program review, and tenure review.
- Answer general questions and refer to appropriate staff.
- Track budget expenditures; monitor and order office supplies by creating requisitions and budget transfers.
- Answer phones, greet visitors, and serve as receptionist.

**Job Description:** Staff Assistant/Vice Chancellor for Educational Services

- Schedule, calendar, and prepare for meetings, workshops, conferences and events using the calendar software provided by the District.
- Prepare documentation for meetings and presentations.
- Arrange for maintenance of equipment.
- Maintain files including regular preparation and shipping of files to offsite storage.
- Initiate electronic personnel action forms (ePAFs)
- Take accurate minutes at assigned meetings as needed
- Reviews and processes travel requests as needed
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three years of clerical and technical experience in the appropriate field or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, accounting, spreadsheets and database management software programs (e.g., MS Office Suite, QuickBooks, MS Word, MS Excel, MS Access and MS PowerPoint, etc.) and the Internet browser, websites and e-mail.
3. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment and a proofreading test may be given.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university.
- Experience with WordPress and/or other website development software.
- Ability to track budgets, handle purchasing procedures, and order supplies.
- Ability to produce aesthetically pleasing documents with speed and accuracy.
- Ability to use good judgment and insight when solving problems.
- Ability to analyze situations and make appropriate decisions on processes and procedures with minimal supervision.
- Possess excellent customer service and teamwork skills.
- Knowledge of correct English usage, grammar, spelling and punctuation.
- Graduation from an accredited college or university.
- Ability to maintain well organized and extensive filing systems for multiple projects

**Job Description:** Staff Assistant/Vice Chancellor for Educational Services

- Ability to work independently with minimal supervision and as part of a team.
- Ability to use tact and customer service skills in interactions with a wide range of program clients and constituents including administrators, teachers, and counselors.
- Willingness and ability to learn new skills, acquire new knowledge, and readily assimilate new information.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**MENTAL REQUIREMENTS**

- Flexibility or ability to respond to multiple demands

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

Standard Office Equipment.

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Revised: N/A