

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	*Administrative Assistant III – Instructional Support Services	Range:	42
Date Revised:	April 9,2024	Date Approved:	February 8, 2022

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support the Dean of an instructional division or noncredit equivalent and manage office functions to assure efficient operations. This requires specialized knowledge in the functional area supported. *The use of this position must be reviewed and approved by Human Resources prior to recruitment to ensure alignment with the appropriate job classification criteria.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Perform advanced administrative duties independently and/or at the direction of the Dean of an instructional division within a college or institution or noncredit equivalent; manage daily activities to assure efficient operations; provide information and interact on a daily basis to faculty, staff, students, and the public; answer questions and resolve problems requiring specialized and extensive knowledge of assigned area; address student concerns, including sensitive and complicated issues.
2.	Prepare and maintain class schedules, staff assignments, room assignments, textbook orders, audio-visual, computer equipment, and associated paperwork; assist instructors with preparation of curriculum, forms, applications, and testing materials; ensure classrooms and instructional areas are maintained; assist with probationary tenure reviews; may provide assistance in prerequisite clearance for registration.
3.	Provide support for state mandated reports (e.g., Apportionment Attendance - 320 report) including identifying errors, correcting data, updating Banner with correct coding, providing feedback and/or training for peers and new staff related to course scheduling and/or Banner coding; process reports for hybrid and online courses, making corrections as needed; assist with resolving complex scheduling errors as it relates to state mandated reporting; review information, identify discrepancies and complete analysis of data to ensure accuracy and compliance with applicable policy and regulations and resolve appropriately.
4.	Attend and lead regularly scheduled meetings to maintain knowledge of best practices for data management related to the collection of data intended for the Apportionment Attendance Report system and/or other data related systems; attend District meetings and/or training related to faculty data entry in Banner, learn new processes, and provide feedback; work closely with the District Institutional Research and Planning department to ensure data quality.
5.	Plan and organize special projects, committees, receptions and events as assigned; maintain calendar of activities, events and special meetings; schedule appointments and meetings; prepare agenda items and materials as required; attend meetings and transcribe and distribute minutes. Serve as a liaison with internal and external partners as appropriate in the execution of assigned responsibilities.
6.	Assist in the compilation and preparation of budgets; maintain department expenditures and budgets; approve expenditures within established guidelines; provide budget updates, summaries, and recommendations to appropriate department faculty/staff; calculate and submit time sheets; respond to inquiries regarding financial issues.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
--

7.	Maintain confidential records, including information regarding Board, District, personnel, student, or controversial matters; input and retrieve data as required. Develop, maintain and update specialized and custom forms, databases, logs, files, schedules, lists, certificates, records and reports to support work processes in areas of assigned responsibility.
8.	Compose and prepare correspondence independently; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize, and route mail.
9.	Order supplies and equipment, prepare purchase requisitions or other documents related to grants and/or contracts; track orders to assure delivery and payment; process facilities maintenance requests.
10.	Provide functional work direction to other administrative support staff in area of assignment. Train and provide work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Administrative Assistant III – Instructional Support Services maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED, one (1) year of college-level course work.

Minimum four (4) years of administrative experience; may be supplemented by college courses.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to type at 60 wpm from clear copy
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and timelines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California Driver's License

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
