



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Assistant to the Associate Vice Chancellor	Salary Range:	35C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

The Executive Assistant to the Associate Vice Chancellor, Human Resources, provides executive-level administrative support to an Associate Vice Chancellor (AVC) of the District. The Executive Assistant is responsible for ensuring the smooth and efficient operations of the assigned office. The Executive Assistant handles complex scheduling, communications, and coordination across various departments.

The Executive Assistant to the AVC, Human Resources, supports the AVC's strategic goals, manages sensitive information, and plays a critical role in the preparation of reports, presentations, board items, and collective bargaining agreements. The Executive Assistant has significant interaction with internal and external stakeholders with a high level of professionalism and discretion.

The Executive Assistant to the Associate Vice Chancellor, Human Resources is classified as a confidential employee.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Vice Chancellor, Human Resources demonstrates specialized, advanced knowledge and a deep understanding of the Associate Vice Chancellor's specific operational areas such as negotiations, employer/employee relations, and compliance. The Executive Assistant requires independent judgment, advanced communication skills, and the ability to handle sensitive and confidential matters with the utmost discretion.

The Executive Assistant to the Associate Vice Chancellor is distinguished by its focus on providing direct administrative assistance to the Associate Vice Chancellor. The Executive Assistant demonstrates an advanced knowledge of the internal workings of HR operations, including the specific areas under the Associate Vice Chancellor's purview.

The Executive Assistant performs advanced, complex administrative responsibilities such as drafting, editing, and preparing high-level documents, presentations, and reports for internal and external audiences. The Executive Assistant demonstrated an in-depth knowledge of the day-to-day operations and functions within the Human Resources division such as benefits administration, employee relations, performance management, recruitment, legal, and collective bargaining agreements.



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The Executive Assistant supports the Associate Vice Chancellor in implementing HR policies, special projects, and initiatives; tracks progress on HR initiatives, timelines, milestones, and deliverables; and ensures adherence to employment laws and best practices.

The Executive Assistant plays a key role in managing HR issues, such as coordinating responses to employee relations matters, facilitating internal investigations, and prepares documentation and communication plans for addressing employee grievances, internal audits, or legal compliance matters. The Executive Assistant manages a wide variety of confidential information related to personnel matters such as employee records, disciplinary actions, worker's compensation, civil litigation, and benefits. The Executive Assistant prepares summaries, board reports, and high-level correspondence regarding HR collective bargaining agreements, Sabbaticals, probationary releases, disciplines, benefits, employee relations, and HR mandates.

The Executive Assistant serves as a liaison between the Associate Vice Chancellor and HR staff, as well as other departments, elected officials, and external partners; ensures clear and timely communication related to HR policies and initiatives. The Executive Assistant plays a key role in managing unexpected issues or crisis that arise within Human Resources and coordinates quick and appropriate responses in keep the Associate Vice Chancellor informed if situations, actions, and needs assessments.

ESSENTIAL FUNCTIONS

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

Executive Support

1. Provides high-level administrative support to the AVC, including managing calendars, preparing materials for meetings, and coordinating travel and event arrangements.
2. Handles confidential and sensitive information with discretion and professionalism.
3. Coordinates and assists with research, analysis, development, and presentation of management positions related to negotiations, grievances, discipline, employer/employee relations, accommodations, government agencies such as Fair Employment and Housing Act (FEHA), Americans with Disabilities Act (ADA), and California Education Code.
4. Drafts, reviews, and edits a wide array of documents including but not limited to correspondence, memoranda, contracts, records, spreadsheets, contracts, reports, templates, and presentations for the Associate Vice Chancellor.
5. Updates, maintains and ensures compliance related to HR policy and procedure updates.
6. Provides support in interpreting and applying collective bargaining agreements within the Associate Vice Chancellor's office and across the department.

Board and Reporting Support

7. Coordinates the preparation and submission of board items, ensuring all documentation is complete and accurate.
8. Extracts, compiles, and assists in the preparation and analysis of data for District, state,



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and federal statistical and/or narrative reports, audits, and program reviews, ensures compliance with regulatory requirements.

Special Event and Project Coordination and Support

9. Plans, oversees, and coordinates a wide array of District and/or campus-wide events, special projects, and initiatives in support of the AVC's Office; partners with internal and external departments, resources, and/or organizations to provide a variety of services/functions, as needed. Identifies and contracts with external vendors, speakers, and/or other individual or organizational entities for services provided.
10. Partners with District and campus departments and staff to organize, schedule, and execute assigned special events and projects.

Technology, System Management, and Communication

11. Designs, implements and utilizes advanced technology tools and HR systems to manage, collect, and analyze data, streamline processes, track compliance, and provide user support.
12. Manages electronic communication systems to ensure efficient information flow between the AVC's office and other departments.

Collaboration and Coordination

13. Works closely with the AVC and department leaders to support program reviews and strategic initiatives.
14. Facilitates collaboration between the AVC's office, other departments, faculty, staff, and external partners to achieve organizational goals.

Personnel Training, Guidance, and Support

15. Provides training and/or guidance on HR policies, procedures, compliance requirements, contract administration, and coordination related to collective bargaining agreement mandates such as office hours, classification review, and sabbaticals to District and campus management, faculty, and staff, as needed.
16. Provides support in interpreting and applying collective bargaining agreement articles within the AVC's office and across the division.
17. Assists with onboarding of new department staff; may assist with the offboarding process; ensures compliance with collective bargaining agreements.
18. May assist with a variety of collective bargaining negotiations processes and agreements, including but not limited to preparing confidential materials, reports, or other research, as requested.

Technology and Process Improvement

19. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Uses advanced technology tools for data collection, analysis, and presentation purposes.

Diversity, Equity, and Inclusion

20. Participates in District/College efforts to increase the diversity of faculty and staff and to



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address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity, and inclusion trainings and events.

General

21. Performs other duties that support the overall objective of the position

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Business Administration, Office Management, or a related discipline required; **AND**
- Five (5) years of experience in an executive administrative support role, with at least three (3) years supporting executive-level management in a complex, multi-department environment, preferably within an educational or public sector environment;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- 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

- Extensive experience in higher education or public administration, particularly within an Executive level administrative office.
- Advanced proficiency in Microsoft Office Suite, project management software, and experience with board management software.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Thorough knowledge of the role and responsibilities of a Vice Chancellor in a college district, including reporting and compliance duties.
- Knowledge and understanding of state and federal regulations, particularly those affecting higher education administration.
- Knowledge of California Education Code and other applicable laws and regulations related to the area of assignment.



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- Knowledge and familiarity with budgeting, finance, and human resources practices within a college district.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.

Skills:

- Strong organizational skills with the ability to manage complex projects and multiple priorities.
- Advanced skills in data management, financial analysis, and reporting.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with high-level executives and external partners.
- Proficiency in technology, including advanced office software, data analysis tools, and presentation software.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to collaborate effectively with internal and external partners to support strategic initiatives, program reviews, and accreditation processes.
- Ability to manage sensitive information and maintain confidentiality.
- Ability to support the Vice Chancellor in adhering to and interpreting collective bargaining agreements.
- Ability to lead initiatives related to DEIA, ensuring inclusive practices are embedded in all aspects of the office's operations.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.



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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.



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North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.