



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Assistant to the 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 Vice Chancellor provides executive-level administrative support to the assigned Vice Chancellor of a college district or institution. The Executive Assistant is responsible for ensuring the effective and efficient operation of the Vice Chancellor's office, including handling complex scheduling, communication, and coordination across various departments.

The Executive Assistant to the Vice Chancellor supports the assigned Vice Chancellor's strategic goals, manages sensitive information, and plays a critical role in the preparation of reports, presentations, and board items. The role also involves significant interaction with internal and external stakeholders, requiring a high level of professionalism and discretion.

DISTINGUISHING CHARACTERISTICS

Executive Assistant to the Vice Chancellor, Administrative Services

The Executive Assistant to the Vice Chancellor of Administrative Services is distinguished by the high level of direct support to the Vice Chancellor, Administrative Services. 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 to the Vice Chancellor of Administrative Services demonstrates an in-depth knowledge of the day-to-day operations within the Administrative Services division such as finance, facilities management, internal audit, risk management, procurement, Information Technology (IT), and campus safety and operations.

The Executive Assistant serves as a liaison between the Vice Chancellor and other senior executives, elected officials, staff, and external stakeholders, and ensures effective communication and follow-up on critical issues. The Executive Assistant plays a key role in managing unexpected issues or crises that arise within the Administrative Services division and coordinates quick and appropriate responses and keeps the Vice Chancellor informed if situations, actions, and needs assessments.



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The Executive Assistant to the Vice Chancellor, Administrative Services manages a wide variety of confidential information related to budgets and strategic planning within the Administrative Services division providing confidential financial information to executive leadership for use in budget planning and collective bargaining agreement negotiations. The Executive Assistant assists with coordinating resources and tracks project milestones and key performance indicators (KPIs) related to Business Services; creates a variety of financial reports to support decision-making.

Executive Assistant to the Vice Chancellor, Human Resources

The Executive Assistant to the Vice Chancellor, Human Resources is distinguished by the high level of direct support to the Vice Chancellor, Human Resources. The Executive Assistant demonstrates an in-depth knowledge of the day-to-day operations and functions within the Human Resources division such as executive recruitments, employee relations, benefits administration, compliance, performance management, collective bargaining agreements, and organizational development.

The Executive Assistant to the Vice Chancellor, Human Resources manages a wide variety of confidential information related to personnel matters such as employee records, disciplinary actions, compensation, and benefits. The Executive Assistant prepares executive summaries, board agenda items and reports, and high-level correspondence regarding HR initiatives and workforce trends.

The Executive Assistant to the Vice Chancellor, Human Resources, assists in strategic HR planning, including the budgeting process by tracking and monitoring HR expenditures, preparing and generating budget reports, and contributing to financial planning for HR-related activities. The Executive Assistant serves as the Custodian of Records for subpoenaed personnel and payroll records and coordinates the fulfillment of Public Records Requests.

The Executive Assistant serves as a liaison between the Vice Chancellor and senior executives, elected officials, staff, external stakeholders, and organizations to ensure effective communication and follow-through on critical HR strategies, policies, and employee-related matters. The Executive Assistant also plays a key role in managing unexpected issues or crises within the Human Resources department by coordinating timely responses and ensuring the Vice Chancellor is informed of emerging situations, actions taken, and identified needs.

Executive Assistant to the Vice Chancellor, Educational Services

The Executive Assistant to the Vice Chancellor, Educational Services is distinguished by the high level of direct support to the Vice Chancellor. The Executive Assistant demonstrates an advanced knowledge and solid understanding of academic functions including curriculum development, faculty support, student Services, accreditation processes, and educational policies. The Executive Assistant supports the Vice Chancellor in implementing educational programs and ensures compliance with academic standards and regulations.

The Executive Assistant is responsible for managing confidential information related to student records, faculty matters, program evaluations, and academic policies, exercising discretion when handling sensitive data, such as student grievances, grade appeals, and faculty



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performance reviews ensuring compliance with privacy laws such as Federal Educational Rights and Privacy Act (FERPA).

The Executive Assistant prepares executive summaries, board reports, and high-level correspondence related to educational services, accreditation updates, and student performance metrics; serves as a liaison between the Vice Chancellor and other senior leaders, academic staff, and external educational organizations and facilitates communication related to academic strategies, student services, and policy changes.

The Executive Assistant plays a key role in supporting various educational projects, including new program launches, faculty development initiatives, student retention programs, and accreditation reviews.

ESSENTIAL FUNCTIONS

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

Executive Support

1. Provides executive-level administrative support to the assigned Vice Chancellor, including but not limited to managing calendars, preparing materials for meetings, and coordinating travel and event arrangements.
2. Maintains strict confidentiality in managing sensitive and confidential information.
3. Drafts, reviews, and edits correspondence, reports, and presentations for the Vice Chancellor.
4. Provides support in interpreting and applying collective bargaining agreements within the Vice Chancellor's office and across the division.

Board and Reporting Support

5. Coordinates the preparation and submission of board items, ensuring all documentation is complete and accurate.
6. Assists in the preparation and analysis of data for state and federal reports, audits, and program reviews, ensuring compliance with regulatory requirements.

Special Event/Project Coordination and Support

7. Plans, oversees, coordinates, and promotes a wide array of District and/or campus-wide special events, ceremonies, and projects in support of the Vice Chancellor's Office and/or the District/campus initiatives, goals, and objectives. Partners with District and campus departments and staff to organize, schedule, and execute assigned special events and projects. Identifies, negotiates, and contracts with external vendors, speakers, and/or other individual or organizational entities for services provided.
8. Partners with internal and external departments and organizations to promote and market events throughout the District, campus, and local communities.
9. May participate in and/or serve as a member of a District Governance Committee in a variety of leadership, support, and/or administrative roles.
10. May assist the Vice Chancellor with Accreditation Team site visits related to the area of assignment, as needed. Ensures compliance with accreditation requirements.



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Communication, Collaboration, and Coordination

11. Manages electronic communication systems to ensure efficient information flow between the Vice Chancellor's office and other departments.
12. Works closely with the Vice Chancellor and other department leaders to support program reviews, accreditation requirements, and strategic initiatives.
13. Facilitates collaboration between the Vice Chancellor's office and faculty, staff, and external partners to achieve organizational goals.

Personnel Training, Guidance, and Support

14. 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.
15. Provides support in interpreting and applying collective bargaining agreement articles within the AVC's office and across the division.
16. Assists with onboarding of new department staff; may assist with the offboarding process; ensures compliance with collective bargaining agreements.
17. Assists the Vice Chancellor with providing work direction and training of lower-level classified and/or confidential staff; participates in screening and hiring processes, as needed.
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. Uses advanced technology tools for data collection, analysis, and presentation purposes.
20. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

21. Actively supports DEIA initiatives within the Vice Chancellor's office.
22. Ensures that all interactions and operations within the office promote inclusivity and equity.

General

23. 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.



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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 a Chancellor's or Vice Chancellor's 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 and familiarity with budgeting, finance, and human resources practices within a college district.
- Proficient in emerging technologies and communication tools relevant to higher education administration.

Skills:

- Excellent organizational skills with the ability to prioritize and manage multiple tasks and high-pressure situations efficiently.
- 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.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.



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- Proficiency in technology, including advanced office software, data analysis tools, and presentation software.
- Data collection, analysis, reporting, and the use of technology to enhance office operations.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- 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 work independently and prioritize tasks in a dynamic environment.
- Ability to work independently and collaboratively within a team environment.
- Ability to maintain confidentiality and manage sensitive information with the utmost discretion.
- Ability to support the Vice Chancellor in adhering to and interpreting collective bargaining agreements.
- Ability to collaborate effectively with internal and external partners to support strategic initiatives, program reviews, and accreditation processes.
- Ability to lead initiatives related to DEIA, ensuring inclusive practices are embedded in all aspects of the office's operations.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- 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.

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.



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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.

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,



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Cypress College



Fullerton College



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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.