

**CONFIDENTIAL ASSISTANT TO THE VICE PRESIDENT
ACADEMIC AFFAIRS/DEPUTY SUPERINTENDENT**
Full-time, 12 month, Classified Confidential Non-Exempt Position

DEFINITION:

Under direction of a Vice President, to perform and coordinate administrative and office management functions; support the academic division offices and learning environments; supervise and coordinate faculty evaluation functions; assist with planning and coordination activities related to educational master planning, program review, and accreditation processes; responsible for day-to-day operations of a central administrative office including functions aimed at assisting a Vice President; coordinate/supervise student workers night and weekend work may be required; work assignment includes all District campuses and sites; location assignments other than District campuses and sites may be required.

SUPERVISION:

Exercises supervision over assigned program areas and student workers

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title. However, employee may be directed to perform other related duties.

1. Perform and/or supervise the centralized academic affairs administrative operations including office management, faculty evaluation processes, personnel actions, budgeting and accounting;
2. Develop and implement departmental, clerical, and fiscal procedures and policies; maintain and organize purchasing, inventory, and budget records; analyze office methods, procedures, and forms;
3. Recommend methods for improvement of procedures and coordination of departmental functions; prepare operating and procedures manuals;
4. Supervise or direct administrative control over student workers;
5. Conduct studies and prepare reports on departmental operations including procedures, systems, space requirements, organizational structure, expenditure of funds, and types and effectiveness of equipment;
6. Assist the Vice President by handling correspondence within assigned areas of responsibility; compose various types of correspondence;
7. Provide liaison between divisions, departments, committees and other assigned academic matters; represent the division on various committees;
8. Research, develop, and maintain specialized statistical and operational reports; file reports with various required agencies; plan and oversee departmental filing and recordkeeping needs;
9. Monitor expenditures of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budget allotment;
10. Conduct special projects as assigned related to academic affairs

11. May prepare, negotiate, and administer contracts; prepare and maintain monitoring and reporting systems; prepare grant applications; and confer with state and federal regulatory agencies;
12. Assist with coordination of student graduation activities.
13. Provide administration support and leadership for Faculty Senate President and Faculty Senate Committee
14. Monitor and revise as needed Administration Procedures related to academic affairs division.
15. Perform other related duties as required.

MINIMUM QUALIFICATIONS:

ILLUSTRATIVE EDUCATION AND EXPERIENCE:

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A bachelor's degree from an accredited college or university with major course work in education, management or business administration, office practices, or related field OR the equivalent. Plus, three years of increasingly responsible administrative assistant, office management, or related experience. Experience in a community college is highly desirable.

Knowledge of:

Office management principles, methods, and procedures; office procedures and maintenance of files and records; administrative survey techniques; basic statistical and research methods; principles, problems and methods of public and education administration, including organization, curriculum, scheduling, and academic planning; basic budget and accounting principles; principles and practices of management relating to training, evaluation, and supervision of staff.

Ability to:

Understand, apply, and implement administrative policies, practices, and procedures; represent management in dealing with a variety of administrative policies, practices and procedures on a variety of matters with other departments, employees, or outside public and private agencies; train, evaluate and supervise the work of staff; plan, coordinate and initiate action necessary to implement decisions and/or recommendations; work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies; speak and write effectively; establish and maintain cooperative working relationships with a variety and level of departmental staff.

Skills:

Operate a variety of office equipment including computers with business/office and special software applications. Microsoft Office expertise highly desired. Exceptional critical thinking; problem-solving; organizational and communication skills required.

Special Requirements:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment.

Created:

Revised:

Approved: