



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5380
www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/FULL-TIME

POSITION: **ADMINISTRATIVE ASSISTANT II, PUBLIC RELATIONS & FOUNDATION**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: MAY 15, 2017

SALARY: **\$3,156 - \$3,659 per month**
\$37,875 - \$43,907 per year

JOB NUMBER: **2016-17-27**

THE POSITION

This position reports to the Director of Public Relations & College Foundation, a department which reports directly to the College President, but who works with and interacts regularly with all areas and levels of positions on campus, including the District Board of Trustees, Foundation Board of Directors, media, public agencies, local and regional business, and community. The duties performed by the Public Relations and Foundation Department are very specific and require the Assistant to use a high-level of independent judgment, decision-making / problem-solving, and technical expertise on a routine basis. Confidentiality and discretion are of utmost importance due to the sensitive nature of the position and information disseminated and released.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Generates and formats photographs for publications, historical documentation, and marketing of departmental, division or college events or activities. Produces appealing images and infographics to use on district and campus digital and print media. Identify and post compelling content including videos and photos to college digital media channels (social media – Facebook, Twitter, Instagram, YouTube, Snap Chat) and website that market the college.
- Serves as primary support to Director performing highly specialized and technical administrative duties; perform public relations and communication services for the Director; arrange appointments, conferences and other events. Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures. Prepares meeting materials, attends various meetings (on or off campus), and serves as recording secretary taking and transcribing meeting minutes. Attend to administrative details on special matters as assigned. Compile information and prepare/maintain a variety of records and reports related to Public Relations and Foundation activities, projects, and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents. Assure mandated reports are completed and submitted to appropriate agency according to established time lines. Input a variety of data into an assigned computer system.
- Receives visitors, including senior level administrators, staff, and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.
- Composes publications, independently or from oral instructions, notes or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, programs and more; format materials to meet program and office needs. Update and maintain department or program website information as directed.
- Monitors funds for income and expenditures; assure expenditures to do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned

accounts and budgets; assist with budget development and preparation; maintain financial and statistical records and files. Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns. Receive, prepare and store confidential or sensitive information pertaining to the college, students and staff; maintain confidentiality where appropriate.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as required; drive a vehicle to conduct work.
- Assists with coordination of community education program; scheduling classes; coordinating logistics; working with consultants.
- Trains and provide work direction to student workers.

MINIMUM QUALIFICATIONS

- Two years of experience as administrative/clerical assistant in public relations, event planning or a related field. Experience in an academic setting is desired.
- OR any combination equivalent to: graduation from high school supplemented by college-level course work in business and communications or related field.
- Knowledge of PC and related software including MS Office (Word, Excel, Publisher, Power Point, Outlook), and desktop publishing programs (Photo Shop, InDesign, Illustrator, Acrobat), etc.
- Understand and independently carry out oral and written instructions and use correct English, grammar, spelling, punctuation and vocabulary.

PREFERRED QUALIFICATIONS

- Ability to use a digital (DSLR) camera to take variety of photos (action, still, portrait, etc.).
- Knowledge and ability to use social media platforms such as Facebook, Instagram, Twitter, YouTube, Snap Chat, etc.
- Excellent public and human relations skills and techniques.
- Knowledge of principles of marketing and public relations.
- Knowledge of general functions, policies, rules, and regulations of a community college as well as non-profit agencies.
- Ability to meet the public, students, and staff in a friendly and cooperative manner; be a team player and sensitive to the needs of others in a diverse educational environment.

KNOWLEDGE & SKILLS

- General bookkeeping and filing principles (both hard copy and digital).
- Preparation of complex reports and other documents.
- Excellent oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic elements of graphic design.
- Operation of office machines including computer equipment and specified software.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned duties.
- Maintain financial and donor records, files and databases.
- Communicate verbally, and in writing, in an effective, professional and diplomatic manner using tact, patience and courtesy.
- Mathematical computations and ability to perform calculations with speed and accuracy.
- Learn, interpret and successfully apply office policies, procedures, rules and regulations.
- Maintain security and confidentiality of specified records and information.
- Take and accurately transcribe materials including but not limited to minutes and correspondence.
- Self-starter who takes initiative, and who is able to multi-task a variety of duties.
- Organize, plan and work independently, confidentially, effectively, and with discretion.
- Remain calm; flexible to changing schedule and demands.
- Excellent prioritization and organization skills.

ASSIGNMENT AND SALARY

The starting salary for this 40-hour per week, 12-month per year position is \$3,156 per month. This is a 6 step classification with a salary range of \$3,156 to \$3,659 per month.

BENEFITS

The District offers an outstanding benefits package including medical, dental and vision coverage to employees and qualified dependents. A brief description of current benefit offerings is as follows:

- **Medical/Prescription:** Employees may select from six medical plan offerings to best meet the needs of their family. All medical plans are Blue Shield PPO Plans. Prescription coverage is provided by CVS/Caremark. The medical plan options range from a 90/10 plan with \$100 deductible, to a high \$1,250 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Dental coverage provided through Delta Dental with up to a \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Vision coverage is provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limits.
- **District/Employee Contributions:** There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.

In addition, the District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

Office environment located on a college campus.

Frequent interruptions

May have contact with dissatisfied individuals

Driving a vehicle to conduct work – may travel to coordinate or work/attend events

Periodic weekend and evening hours may be required for meetings or special events

CONTACTS

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

APPLICATION PROCEDURE

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on May 15, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

REQUIRED DOCUMENTS

The following materials should be submitted to:

College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.