

Opportunity Type: CLASSIFIED MANAGEMENT EMPLOYMENT OPPORTUNITY

Working Title: Executive Assistant to the Chancellor

Posting Date: 01-16-2008

Closing Date (by 5:00PM): 03-17-2008

First Review Date (if Open Until Filled): N/A

Posting Number: 0010031

Work Location District Office

Division: Chancellor's Office

Position status: Full-time

Academic Position Type: Not Applicable

Academic Position Term: Not Applicable

Salary Range: M30: \$105,983 - \$122,688 Annual Salary (Management Salary Schedule Fiscal Year 2007-2008)

Benefits Available: Medical, Dental, Vision, Life Insurance, Income Protection and Retirement. Management positions include 20 vacation days, 17 holidays and 6 Administrative Leave days per year.

Employment Start Date: July 2008

Message from the Chancellor

"We value, honor and respect the multiple cultural traditions represented in our students' heritages. We stand for social justice, and we practice our conviction with kindness, patience, understanding and respect for our elders. We believe that our time-honored traditions are the way to peace. Being a microcosm of the world provides our region and our colleges with a powerful advantage in this new global economy, for the future belongs to those who can comfortably interact and effectively communicate with the peoples of the world.

"Come share your journey with us. If we succeed, our students shall travel through life displaying human qualities that encourage being tough, yet gentle, humble but bold, while being swayed always by beauty and truth."

Rosa G. Perez, Chancellor

Position Summary

This position is responsible for monitoring the status of District-Community relations and reporting on the effect that various policies, programs, and practices could have on these relationships; monitoring state and federal legislation which is of concern to higher education and developing position statements for consideration by the Chancellor and the Board of Trustees; and assisting the Chancellor with formulating and administering District policies and procedures required by the California Community College Chancellor's office.

Position Purpose:

Responsible to the Chancellor for special projects which require District-wide coordination. Acts on the Chancellor's behalf as the District liaison with corporate community, community based organizations, educational affiliates, and state educational organizations/councils. Assists Chancellor to ensure coordination and communication between the Colleges and District Offices, Board of Trustees, and the public. Functions as an advisor, liaison, researcher, planner and writer with a variety of specific areas of responsibility that are often confidential; supervise and evaluate the performance of assigned personnel.

Duties and Responsibilities:

1. Serve as the Chancellor's liaison with the college staff with responsibility for District-wide policies and programs; assist the Chancellor with responsibility for formulating and administering District policies and procedures required by the California Community College Chancellor's office.
2. Assist the Chancellor with responsibility for analysis of activities to determine changes needed to attain District Goals and Objectives. Conduct special research or analytical studies to assist the Chancellor in the formulation of new policies and planning of new or revised programs and initiatives.
3. Monitor the status of District-Community relations and report on the effect that various policies, programs, and practices could have on these relationships; monitor state and federal legislation which is of concern to higher education and develop position statements for consideration by the Chancellor and the Board of Trustees.
4. Under direction of the Chancellor, inform state and federal legislators of the official District position on matters of concern to the District.
5. Handle sensitive correspondence, questionnaires, and complaints which are directed to the Chancellor's Office; communicate with administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
6. Provide leadership for the long-range planning, development and nurturing of District relationships, networks and alliances to meet student and community needs. Arrange District-wide special events, seminars and meetings as needed.
7. Serve as the Chancellor's representative on selected internal committees or councils, and at selected community meetings.
8. Under the direction of and upon assignment by the Chancellor, monitor, expedite, and report on matters relating to the activities and responsibilities of the Office of the Chancellor.
9. Maintain District Governing Board Policies in compliance with State law and Board action.
10. Resolve specific issues and problems assigned by the Chancellor.
11. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and establish advisory committees as appropriate.
12. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.

13. Perform related duties and responsibilities as assigned.

Knowledge, Skills and Abilities

Knowledge:

1. Equity, diversity and social change in institutional settings.
2. Professional writing and communication skills.
3. English usage, spelling, grammar and punctuation.
4. Higher education's current practices in community colleges.
5. Learning theory, innovative learning outcomes and learning styles.
6. Student matriculation process.

Skills and Abilities:

1. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting and decision making.
2. Implement collaborative work tasks.
3. Apply theories and practical experiences to work tasks.
4. Convey the mission and vision of the Chancellor to both internal and external parties.
5. Communicate well with persons in the educational fields of interest to the Chancellor's initiatives.
6. Write reports, business correspondence, and articles for publication that conform to prescribed style and format.
7. Effectively present information and respond to top management, public groups and/or Board of Trustees; apply mathematical skill to work with mathematical concepts such as probability and statistical inference; apply reasoning to define problems, collect data, establish facts, and draw valid conclusions.
8. Interpret an extensive variety of technical information in mathematical or diagram form and deal with several abstract and concrete variables.
9. Acquire an intimate knowledge of administrator's policies and views.
10. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students/staff.
11. Establish and maintain cooperative working relationships with those contacted during the course of work; show commitment to and sensitivity in working with faculty, staff and students as well as community groups of various racial and ethnic backgrounds.
12. Maintain mental capacity which allows for: answering questions, demonstrating intellectual capabilities, and maintaining confidentiality where appropriate.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting or standing for extended periods of time, operating assigned equipment, and typing extended periods of time.
14. Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment.

Minimum Qualifications:

1. Master's Degree (M.A.) in a discipline related to the assignment and two years related experience and/or training; or equivalent combination of experience and education.

2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Special Licenses, Certificates, etc.: N/A

Desired Qualifications: Faculty level experience

Classified Position type: Classified Management

Classified Position term: Regular

Equivalency Information: N/A

Application Procedures, Notes and Contact Information

Application Procedures:

Interested applicants must submit online the following materials as prompted via the following URL: <https://jobs.sjeccd.org> by 5:00 PM of the closing date to be considered for the position. It is the responsibility of the applicant to submit all of the following required application materials as a complete application packet by the closing date:

1. Official San Jose/Evergreen Community College District online Administrative Application (Completed and submitted online).
2. Resume of all professional preparation and experience (Attach to the online application).
3. Letter of Application expressing your interest in the position and stating specifically how you meet the qualifications (Attach to the online application).
4. Transcripts verifying degrees listed on the application (Attach to the online application). (Unofficial transcripts may be submitted for application purposes; however, official transcripts must be submitted before hiring).

Note: ONLY A COMPLETE APPLICATION PACKET WILL BE CONSIDERED

Note about Transcripts:

If you do not have an electronic version of the transcript to attach:

1. Attach a statement explaining you will fax or mail the transcript to be received by the closing date to the transcript attachment link on the online application;
2. Fax a legible copy of the transcripts to (408) 223-6341 and/or mail to the address below.
3. Include the position posting number on the document before mailing or faxing.

For assistance, contact:

Office of Human Resources
Attn: Employment Services
4750 San Felipe Road
San Jose, CA 95135
Phone: (408) 270-6414 Fax: (408) 223-6341

Email sjeccdhr@sjeccd.org

Telephone 408-223-6707 (when prompted choose option #4)

For further information and instructions on how to apply, please visit our Web sites:

<https://jobs.sjeccd.org> or www.sjeccd.org.

- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- Application materials become the property of the district and will not be returned or duplicated.
- Travel expenses to attend the interview are the responsibility of the candidate.

Equal Opportunity Employer Statement:

San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

About San Jose/Evergreen Community College District

The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975. The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

With enrollment of approximately 24,000 per semester, and an extremely diverse student population (Hispanic/Latino 33%, Black/African-American 8%, Asian/Pacific Islander 37%, American Indian/Native American 1%, White/Caucasian 21%, First Generation 31%) attaining educational goals reflecting 32% - AA Degree and Transfer to a 4-Year

College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse management team consisting of 16% Hispanic/Latino, 16% Asian/Pacific Islander, 9% Black/African-American, 3% American Indian/Native American, and 52% White/Caucasian, as well as encouraging applications from all qualified, outstanding applicants.