



SIERRA COLLEGE IS RECRUITING FOR

Administrative Assistant – Student Success and Equity

FINAL FILING DATE: 03/16/2021

Salary Info: Classified position, starts at \$24.29 per hour

[Link to Job Posting](#)



SIERRA COLLEGE AT A GLANCE

Sierra College is an award-winning community college located near Sacramento, California where a heavy emphasis is placed on academic excellence, equity-mindedness and student success.

Since its founding in 1936, Sierra College has focused on quality instruction and meeting the evolving needs of the students and communities it serves.

The Sierra Community College District serves over 18,000 students at our main Rocklin campus, as well as our three centers located in Grass Valley, Tahoe-Truckee, and Roseville.

ROCKLIN
ROSEVILLE
GRASS VALLEY
TRUCKEE
ONLINE

www.sierracollege.edu

POSITION DUTIES AT A GLANCE

- Performs secretarial and administrative support duties for an assigned manager; relieves administrators of a variety of clerical, technical and administrative details.
- Maintains a calendar of events to assure timely coordination of office activities and status of assigned projects; schedules and arranges meetings and appointments; coordinates activities with other divisions and departments; makes travel arrangements for staff.
- Establishes and maintains filing systems including confidential files; establishes and maintains files for information, records and reports; maintains records related to specific area of assignment.
- Assists in budget administration; tracks and reconciles budget activity; posts, monitors and tracks invoices, credit card and other expenditures; prepares purchase requisitions, check requests, independent contracts, and claims for reimbursement.
- Coordinates and oversees specialized functions or projects; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
- To see the full scope of duties and responsibilities, please [click here](#).

MINIMUM QUALIFICATIONS

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, secretarial science or a related field.

Three years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

Please note that any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.



WHY SIERRA?

- 2019 Wonderful Workplace award at the annual Rocklin Chamber Business Excellence Awards
- One of Aspen Institute's Top 150 Community Colleges in the nation
- The Accrediting Commission recognized Sierra "for its exemplary practice of providing personnel with opportunities for continued professional development in order to meet its mission." This includes providing students and employees with a robust set of programs, events, and conferences related to equity-mindedness and supporting the success of our students, etc.
- Public Employee's Retirement System (PERS)
- 17 paid holidays and 12 accrued paid vacation days per year (vacation accrual increases over time)
- Competitive benefits package
- Flexible work schedules available

WHO WE SUPPORT

Currently, Sierra College enrolls 18,300 students per term, where approximately:

- 21% of Sierra College's students are Latino/a/x,
- 3% African American,
- 3% Filipino,
- 6% Asian-American,
- 1% Native American,
- 1% Pacific Islander,
- 7% multiracial,
- 57% White