

The College

San Joaquin Delta College is a modern comprehensive community college serving more than 20,000 day and evening students of diverse backgrounds. Delta offers day and evening programs as well as internet based education. The total full-time staff numbers approximately 640.

Benefits

The comprehensive fringe benefits package includes health care plans for employees and dependents, including dental insurance, prescription drug plan, vision care, and income protection. Retirement benefits (PERS), vacation and sick leave are also provided.

Selection Process

A screening committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview.

Upon hire, the successful candidate will be required to provide proof of eligibility to work in the U.S.

The successful candidate will be required to undergo a background check. There is no cost to the candidate.

A written exam may be included as part of the screening process.

The college reserves the right to re-advertise the position or to delay filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Application Procedure

Submit a San Joaquin Delta College application for employment, including the diversity statement **and original or copies of original transcripts** no later than 5:00 p.m. on the closing date. Although not required, you may wish to include a letter of introduction and resume. Application forms and/or other required materials cannot be accepted after the closing date. Application materials may be submitted by mail or in person to:

**San Joaquin Delta College
Office of Human Resources**
Administration Building, Room 202
5151 Pacific Avenue
Stockton, CA 95207

Website: www.deltacollege.edu/dept/hr

Application Deadline:

5:00 pm, Thursday, August 7, 2008

Members of minority groups, women, and disabled persons are encouraged to apply.

Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit request with your application to the Office of Human Resources.

Note to Applicant

Applications filed for the current recruitments may be used to fill future vacancies within the same classification over a six month period.

For a complete job description, please visit our website: www.deltacollege.edu/dept/hr

*San Joaquin Delta College
is an Equal Opportunity Employer*

Senior Office Assistant

**Public Information & Marketing
Full-Time 12-Month**

(Bilingual Preferred: Spanish/English)

**Application Deadline:
5:00 pm, Thursday, August 7, 2008**

**Salary Range:
\$2,688-\$3,267/Month**



**San Joaquin Delta College
Office of Human Resources
Administration Bldg., Room 202**

5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5056

www.deltacollege.edu/dept/hr

Senior Office Assistant Public Information & Marketing

To provide complex clerical support for a specific program and its associated activities including, but not limited to, maintenance, transportation, faculty clerical and word processing services, child development center operations and risk management; to lead, oversee and participate in the more complex and difficult work of staff responsible for performing complex word processing functions; and to perform a variety of technical tasks relative to assigned areas of responsibility.

**Salary Range: \$2,688-\$3,267/Month
(Full-Time 12-Month)**

RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Provide complex clerical support for the department office and its associated activities including, but not limited to, maintenance, transportation, faculty clerical and word processing services, child development center operations and human resources.
- Operate a variety of office equipment including a copier, typewriter, calculator, fax machine, computer, word processors, and printer.
- Answer the telephone and greet guests; provide information to students, faculty, staff and the general public relative to assigned functions; explain College programs, policies and procedures.
- Compose and type a variety of correspondence and documents including, but not limited to, reports, letters, memoranda, minutes, purchase requisitions and work orders using word processing equipment.
- Maintain accurate and up-to-date files and records for assigned area; monitor various logs, accounts and files for current and accurate information.
- Perform a variety of data entry tasks in the

processing of staff time cards; calculate and verify hours worked; enter information into appropriate computer program.

- Print and distribute monthly statements; post payments received and reconcile accounts; mail late or termination notices.
- Maintain vehicle maintenance and usage records; calculate mileage on all vehicles used; schedule vehicle.
- Reserve appropriate vehicles for field trips; obtain price quotes as needed from outside bus companies; reserve transportation needs with outside agencies.
- Receive and process work orders and requests for repair services; expedite requests to staff as appropriate; enter work orders into computer and monitor status.
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Obtain, compile and evaluate data to determine appropriate software and application required to complete word processing assignments.
- Prepare and design graphics, layouts and programs including the use of graphic software to obtain the finished product.
- Order special equipment to accommodate staff needs; determine specific equipment needed, process requisitions and arrange for delivery; maintain accurate records of special equipment purchases.
- Serve as receptionist to faculty, staff and general public.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Education/Experience:

High School diploma or the equivalent.

Two years of increasingly responsible clerical support experience.

DESIRABLE QUALIFICATIONS

Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

Knowledge of:

- Modern office procedures, methods and equipment including computers.
- College procedures, policies and operations of the programs to which assigned.
- Principles of lead supervision and training.
- Complex methods and techniques of computer applications.
- Methods and techniques of telephone etiquette.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of filing and recordkeeping.
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform complex word processing and clerical support duties.
- Lead, organize and review the work of staff.
- Type at a speed necessary for successful job performance as determined by assigned position.
- Prepare a variety of documents and reports.
- Maintain accurate records, files and logs.
- Respond to requests and inquiries from students, faculty, staff and the general public.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Work independently in the absence of supervision.
- Understand and follow oral and/or written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.