

Administrative Assistant to Executive Director and Human Resource Specialist

Job Description 5-20-22 apk

POSITION SUMMARY:

Full-time permanent opportunity for an Administrative Assistant and HR Specialist from a non-profit and/or higher education setting with at least 3-5 years' experience. This position reports to the Executive Director of the Ventura College Foundation. The Administrative Assistant and HR Specialist will perform a wide variety of administrative support, and clerical duties to enable the Executive Director to maximize her time for fundraising, board member engagement, and campus and community relations. The Administrative Assistant and HR Specialist will facilitate all of the HR functions of the organization to support the entire staff team capacity to fulfill their responsibilities in a supportive, ethical, and collaborative environment.

The ideal candidate is highly organized, detail oriented, collaborative, energetic individual with experience working with databases, financial reports, and non-profit donors. They have excellent oral and written communication skills with a passion for education in a highly diverse environment. This employee works well independently, prioritizes workload to successfully meet weekly and monthly deadlines, be able to multi-task with the ability to independently resolve issues and bring recommendations to the Executive Director and staff team. Employee must have a commitment to customer service, enabling strong team dynamics, and ethical business practices. The Administrative Assistant to Executive Director and Human Resource Specialist is directly responsible for supporting the Foundation's mission through the office of the Executive Director and HR: maximizing immediate and long-term philanthropic support of a highly diverse student population and the programs of Ventura College.

RESPONSIBILITIES:

- Manages and completes a broad variety of administrative tasks and sensitive matters with a high level of confidentiality and discretion on behalf of the Executive Director that requires the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate.
- Assists the Executive Director with daily administrative duties such as screen incoming telephone calls; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff for assistance as needed and/or takes or recommends actions to resolve the complaint; obtain, receive, open, and distribute correspondence and email; managing an active calendar of appointments and deadlines through multiple channels among donors, board and staff in a timely and efficient manner, etc.
- Design, produce, proofread for accuracy and completeness a variety of materials such as routine administrative reports (charts, graphs, flowcharts), newsletters, brochures, technical handouts, memoranda, meeting agendas, legal documents, documents for meetings and other specialized documents using Microsoft Office Suite software and other computer applications from rough draft, dictation, modified standard formats, and brief verbal instructions.
- Communicates with the general staff, donors, community leaders, and foundation Board of Directors on the Executive Director's behalf while coordinating logistics for high-level meetings

both internally and externally. Taking, transcribing, and distributing meeting minutes; preparing, assembling, and distributing board and meeting materials.

- Coordinates meetings and strategic activities with the VC Office of the President, and District, and Campus IT, maintenance and operations, and other operational systems and offices.
- Assist in assembling and preparing budgets and contracts; monitor expenditures against budget; prepare requests for payment.
- Monitor inventories of supplies and materials; prepare purchase requisitions and requests for payment.
- Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records
- Provide training, work direction, and guidance to others as assigned.
- Perform related duties as assigned.
- In coordination with appropriate staff and in keeping with college and foundation branding, responsible for professional and welcoming look, feel and effective use of the foundation's lobby, common areas and general storage rooms.
- As appropriate, coordinates foundation work with VC Office of the President, and District, and Campus IT, maintenance and operations, and other operational systems and offices.

HR/PAYROLL

- Facilitate pension and retirement programs (CalPERS and 401(k))
- Produce and submit quarterly state and Federal reports
- Produce and review IRS required forms including I-9's, W-2's & W-3, etc.
- Facilitate new and exiting employee processing
- Facilitates bi-weekly payroll, vacation/sick accruals, coordinates with Finance Department
- Create and manage budget for HR department
- Utilizes appropriate assistance of a professional HR consultant, CalPERS administration support, and other vendor support
- Oversee and coordinate the day-to-day administration of employee health and welfare benefits including medical, dental, vision, insurance, workers' compensation, safety, and the employee assistance program.
- Oversee investigation of complaints.
- Oversee the development and administration of recruitment and selection processes to ensure equal employment opportunity and diversity in the workforce.
- Utilizing HR vendor expertise and support, be aware of pending legislation, legal mandates, regulations, and guidelines which may affect the foundation's human resources functions and activities.



VENTURA COLLEGE FOUNDATION

- Ensure human resources systems, processes, and procedures are pursued in a cost-effective and cost-beneficial manner.
- Plan, design, and establish employee assessment and evaluation procedures.
- Plan, design, implement, and assess the systems for managing personnel records and other human resources data.
- Conduct an annual review that includes annual goal setting and use of metrics to measure success and support of ongoing institutional improvement.
- Oversee the development of employee health and welfare programs.
- Plan, organize, and administer the workers' compensation and liability programs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination equivalent to:

- Associate degree preferably with coursework in office technologies, business communication, or English.
- 3 years of clerical or administrative support experience.

ADDITIONAL PREFERRED QUALIFICATIONS

- Nonprofit experience
- Experience working in a higher education environment
- Spanish speaker

KNOWLEDGE OF:

- Excellent oral and written communication skills.
- High level of timely attention to detail and organization.
- Commitment and ability to adhere to confidentiality.
- Ability to work as a collaborative team member of a high-functioning nonprofit organization.
- Commitment to practices that promote and enable greater equity, diversity and inclusion.
- Office procedures, methods, and equipment including computers
- Microsoft Office Suite proficiency (Outlook, Word, Excel, PowerPoint)



- Adobe proficiency
- Experience with databases preferred. QuickBooks and Raiser's Edge utilized by VCF.
- Records management principles and procedures including record keeping and filing principles and practices, especially electronic record keeping
- Methods and techniques of proper phone and email etiquette
- Mathematical principles
- Basic principles of business letter writing and report preparation
- Fundamentals of English grammar, spelling, and composition
- Principles and practices of business communication
- Customer service and public relations methods and techniques

ABILITIES

- Interpret and apply general administrative, organizational, campus and district policies and procedures
- Apply applicable federal, state, and local laws, codes, and regulations
- Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications
- Learn and apply new information and skills
- Type, keyboard, and/or enter data at a speed necessary for successful job performance
- Establish and maintain a variety of files and records
- Compose correspondence and memoranda
- Accurately count, record, and balance assigned transactions
- Make arithmetic calculations quickly and accurately
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone, computer, or in person
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports



- Exercise initiative and independence of judgment and action
- Prepare reports by gathering and organizing data from a variety of sources
- Analyze situations accurately and adopt effective courses of action
- Provide training and guidance to staff, board, and volunteers
- Take notes at a speed necessary for successful job performance

WORKING CONDITIONS

- ENVIRONMENT:

College office environment

Constant interruptions

COVID Vaccine Mandate

Masking protocols

- PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe notes and to operate a computer keyboard and other office equipment

Sitting for extended periods of time

Hearing and speaking to exchange information on the telephone or in person

Seeing to read and review documents

Reaching to retrieve and file records

COMPENSATION

- \$27-\$30 per hour
- Full-time, 40 hours per week, with opportunities for future growth

TO APPLY: Send resume and cover letter to Anne Paul King, Executive Director, aking@vccd.edu