



Job Description

JOB TITLE: Administrative Assistant—Equal Employment Opportunity (EEO) & Title IX

PAY GRADE: CL 20

LAST REVISED: JANUARY 2023

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision from the assigned administrator, the Administrative Assistant performs complex administrative duties in support of the three functions of diversity, EEO, and Title IX. This position provides advanced administrative assistance to the campus community and the community at large; and performs a variety of special tasks and projects relative to assigned area of responsibility.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Administrative Assistant—EEO & Title IX must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, various sexual orientations, as well as individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs administrative support duties for an assigned manager; relieves administrator of a variety of clerical, technical and administrative details.
2. Serves as liaison between the assigned administrator and the campus community and community at large by relaying messages, answering questions, clarifying information, explaining District policies and procedures in a trauma-informed and culturally inclusive manner, or referring callers to the administrator or others, as necessary.
3. Screens office and telephone callers; responds to sensitive questions, Title IX and EEO complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public in a trauma-informed and culturally inclusive manner; communicates information where knowledge and interpretation of policies and procedures are necessary.
4. Maintains calendars; schedules and arranges meetings and appointments, including meetings of a confidential and sensitive nature involving harassment, sexual harassment and discrimination complaints.
5. Composes correspondence independently; prepares responses to letters, general correspondence and personal inquiries of a sensitive and confidential nature for administrator's approval; formats, types, proofreads, duplicates and distributes correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.

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6. Establishes and maintains filing systems including confidential files; establishes and maintains files for information, records and reports; inputs confidential data into databases related to harassment, discrimination, sexual misconduct, etc.; maintains records related to specific area of assignment.
7. Compiles, verifies, summarizes, records and evaluates information; prepares and distributes narrative, statistical and financial data; completes reports, both internally and for submission to external entities, including the California Community College Chancellor's Office; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
8. Assists in budget administration for Title IX/EEO funds; 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; calculates and processes faculty stipends.
9. Orders office supplies, equipment and materials; prepares requisitions and claims for reimbursement; resolves invoicing, purchase order and other financial documentation questions or problems with vendors; makes travel arrangements.
10. Prepares financial documents and reports; prepares and balances financial summaries.
11. Coordinates and arranges meetings including location, seating, dining, and audiovisual equipment; coordinates activities with other divisions and departments. Coordinates and oversees specialized functions or projects, including assisting with the coordination of events/professional development related to the three functional areas supported by this role; helps facilitate virtual and on-the-ground trainings; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
12. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials and minutes as appropriate.
13. Maintains the calendar, supplies and upkeep of the District's lactation spaces, and responds to emails and questions regarding access and reservations for the spaces
14. Supports the administrative functions for the Equity Educator Internship Program.
15. Represents the District at on and off-campus outreach events, including job fairs.
16. Assists with posting employment vacancies/advertising District-wide employment opportunities on websites, listservs, social media, etc. and monitors activity relating to job announcements; provides employment and general information about the District to prospective job applicants; provides technical, procedural and equity-minded guidance on recruitment and selection procedures; may contact successful job applicants for interviews.
17. Performs related duties as assigned that support the overall objective of the position.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work.

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Experience:

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

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices and procedures of business letter writing.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices and procedures of fiscal, statistical and administrative record keeping.
- Basic mathematical concepts.
- Basic research methods and techniques.
- Work organization and basic office management principles and practices.
- Trauma-informed practices and techniques.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities and sexual orientations, individuals from historically underrepresented communities and other groups.

Ability to:

- Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.
- Understand and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
- Perform a range of administrative, technical, secretarial and clerical duties involving the use of independent judgment and personal initiative.
- Independently and effectively compose and prepare correspondence and memoranda.
- Respond to requests and inquiries from students, staff, or the public in a culturally-inclusive and trauma-informed manner; effectively present information to students, staff, or the public.
- Research, compile, analyze, and interpret data.
- Prepare clear and concise administrative and financial reports.
- Implement and maintain filing systems.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work with frequent interruptions and a high degree of public contact.
- Work effectively with minimal supervision.
- Communicate effectively, both orally and in writing.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Establish and maintain effective working relationships with those contacted in the course of work.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.