



El Camino College

Assistant To The Vice President



CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1. “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

ABOUT THE ROLE

Under general supervision of the Vice President, performs complex and specialized administrative work including legal and other related research; facilitates and supports overall management and operations in the department. Participates in the development and implementation of short- and long-term plans for the Vice President’s office operations. Represents the Office of the Vice President and serves as an information resource for the department. Researches and resolves problems or questions referred by staff, faculty, students, visitors, and/or external contacts.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to this classification are assigned a wide variety of the most difficult and confidential administrative duties as assistants to the Vice Presidents.

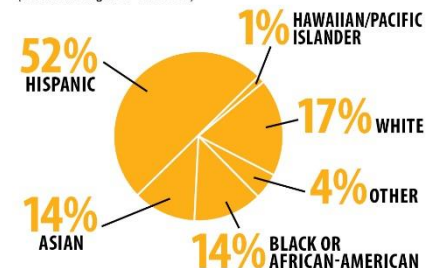
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



ASSISTANT TO THE VICE PRESIDENT

Division: Human Resources
Posting Closing Date: 4/10/2025
Req: C2425-016
Location: El Camino College
Position Type: Confidential Staff

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Performs a variety of administrative duties of a complex and confidential nature. Participates in the development and implementation of short- and long-term plans for the Vice President's office operations. Independently makes daily administrative and operational decisions, and ensures the Vice President is informed of relevant matters.

Takes and transcribes dictation.

Attends various meetings and/or labor negotiation sessions as needed. Records and distributes minutes of meetings when necessary.

Composes correspondence and prepares reports.

Maintains files, records, board agendas, and schedules. Prepares Board Agenda closed session materials and open session board items. Ensures that Board agenda items and supporting documents are accurate, verified for completeness, prepared for Cabinet review, and routed within District timelines.

Performs research and gathers data from a variety of sources which may include the internet, outside legal counsel, Education Code, Brown Act rules, Robert's Rules of Order, federal and state laws, and District policies and procedures. May assist in assembling and maintaining collective bargaining materials and notes in relation to negotiations.

Interprets, applies, and explains District policies and procedures, memorandums of understanding, and collective bargaining agreements.

Monitors and tracks departmental budgets. Provides regular budget reports to the Vice President for control of expenditures. Assists in preparing annual budgets, budget review, and year-end closing. Prepares expense transfers. Monitors purchases and inventory supplies, furnishings, and equipment for office staff. Researches and suggests alternative purchasing, budgeting, and/or vendor recommendations as needed.

Communicates with management, faculty, staff, students, Board members, and the general public. Researches and resolves problems or questions. Assesses the urgency of situations to determine priorities and appropriate actions and/or referrals. Facilitates timely, reciprocal exchanges of communication and critical information.

Serves as a liaison between the VPs office and the college managerial and support staff, faculty, students, and representatives from the communities, community college, and university systems. Receives and screens visitors and incoming calls.

Handles confidential information regarding management, faculty, staff, and/or students and controversial matters including legal subpoenas for information. Follows appropriate internal procedures for requests for information on collective bargaining data, formal grievances, mediations, informal complaints, and/or lawsuits. Responds on behalf of the Vice President to college personnel, students, Board members, the general public, auditors, outside law firms, and/or regulatory agencies as appropriate.

Schedules and arranges the Vice President's calendar. Determines calendar priorities and coordinates with other staff engaged in scheduling the Vice President's time. Alerts appropriate individuals of conflicts and reschedules as appropriate. Books travel, reservations, conference registrations, etc. and ensures calendar is updated with relevant details to keep the Vice President aware of issues and/or itineraries.

Plans and coordinates department events and meetings. Ensures all necessary arrangements are ordered, scheduled, prepared, communicated, assembled, distributed, and properly managed.

Provides guidance to clerical and other office staff as may be assigned. Coordinates and oversees office workflows and projects. Provides backup support for other support staff within VP Area as needed.

Works on special projects or committees as assigned by the Vice President.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS

Education and Experience:

High school diploma or GED. Four (4) years of full-time paid experience performing high level administrative duties in support of an executive's office or administrator's office.

COMPUTER SKILLS TEST REQUIRED: Successfully pass the Computer Skills Microsoft Office 2016 Intermediate Word Test with at least 70% accuracy.

Applicants who are determined to meet the qualifications will be sent an email from TestGenius@opac.com with a link to take the tests. The information will be sent to the email address provided on your application.

Please be sure to log into iGreentree and check your application status for updates.

DESIRABLE QUALIFICATIONS

1. Experience supporting a Vice President or higher-level executive.
2. Experience writing detailed instructions for compliance purpose.
3. Experience working in an HR office.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Knowledge of current office practices, procedures, and techniques, including use of PCs and relevant software programs/tools.

Knowledge of sound business communication by telephone and written correspondence.

Knowledge of organizing and maintaining complete and extensive filing systems.

Experienced in preparing clear, accurate, and concise records, reports, and presentations.

Experienced in managing heavy calendars, coordinating meetings, and making detailed travel arrangements and itineraries.

Principles of providing training and work direction.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District rules, regulations, policies, and procedures.

Abilities/Skills:

Skilled at analyzing, problem-solving, and multi-tasking.

Skilled at being highly diplomatic, collegial, and professional at all times.

Perform difficult and responsible administrative work using independent judgment.

Devise and adopt office procedures to changing organizational needs.

Maintain complex and confidential records.

Compose correspondence independently.

Research and assemble a variety of data for reports.

Communicate effectively and maintain cooperative relationships with others.

WORKING CONDITIONS

Typical office setting.

Extended work hours on occasion based on business necessity.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 pounds.

Ability to move from one work area to another as needed.

CLOSING DATE: THURSDAY, APRIL 10, 2025 AT 3:00 PM

SALARY: Starting salary is \$7,108 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$9,127 per month). Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month confidential position subject to a 6-month probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. During the winter recess, all confidential positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays. Excellent fringe benefits include eight 32-hour workweeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Mark Rogers

310-660-3593, Ext. 3479

mrogers@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.