



**Job Title:** Administrative Assistant  
**Status:** Full Time; Temporary; Non-Exempt  
**Department:** Contracts and Compliance (Corporate San Jose)  
**Reports To:** Vice President of Contracts and Compliance

Under the supervision of the Vice President of Contracts and Compliance, the Administrative Assistant performs a variety of general administrative and office support functions; provides superior customer service; maintains reports, records and files in connection with work processes; exercises initiative, judgment and a detailed knowledge of program practices, policies and organizational design in carrying out assigned duties.

This position participates in planning and coordinating activities and events; participates in promoting the CET mission and initiatives and in the accomplishment of the organization's goals.

**ESSENTIAL JOB FUNCTIONS** (May include but is not limited to the following):

- Performs general clerical and superior customer service support duties.
- Support Services—CIMS MPC documentation, new student accounts CANVAS, 365 accounts, certificates, transcripts, education verifications, follow-up, and reporting.
- Composes correspondence, bulletins, reports, presentations, new forms, etc.
- Communicates information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary.
- Coordinates the flow of activities through the office in relation to priorities and schedules; assures the timely completion of work in accordance with established policies, procedures and standards.
- Performs office support duties to assist in meeting purchase order requests and other general responsibilities.
- Responds to the public in a cordial, courteous and professional manner; answers the telephone, email and relates messages.
- Types and distributes correspondence, lists, forms, memorandums and other materials according to instructions provided by the Director.
- Operates office equipment including computer equipment, calculator, copier, multi-line telephone console, fax machine and other related equipment including knowledge of specialized computer software.
- Accesses confidential records, student files, including progress reports that may be shared with sponsoring agents, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Assists with inventory of office supplies and other training materials.
- Processes petty cash and purchase orders in accordance with fiscal policies and procedures.
- Attends staff development trainings as required.

- Conducts regular inspections of designated work areas and equipment and reports any hazardous or unsafe working conditions to their supervisor. Works with other staff to participate in emergency disaster drills.
- Responds as the campus security authority as needed during a safety, security, emergency or disaster situation.
- Performs other program related duties as required.
- Exhibits confidentiality, initiative, creativity, flexibility, self-motivation, enthusiasm and professionalism in performing job functions.

#### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of computer equipment operations and various Microsoft Office software programs including, word processing, database management and spreadsheets.
- Ability to organize, plan and implement office procedures.
- Knowledge of business principles; non-profit management; public relations.
- Possess effective customer relation skills; exhibit sensitivity to a multicultural student population.
- Knowledge of recordkeeping techniques.
- Ability to maintain effective and cooperative working relationships with others.
- Ability to work independently with minimal supervision.
- Ability to process documents accurately in a timely manner.
- Ability to prioritize work, work effectively with frequent interruptions and meet stringent schedules and timelines.
- Ability to work under pressure.
- Ability to perform arithmetic calculations and reconcile financial data.
- Must have effective oral and written communication skills, in person and over the phone.
- Ability to maintain confidentiality of sensitive information.
- Knowledge of safety standards for office work environment.
- Bilingual in Spanish may be required based on school location.
- Perform other related duties as assigned.

#### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or GED required
- Bachelor's degree preferred
- A minimum of five (5) years' experience in an administrative /support capacity.
- Experience in a similar field or a combination of experience, education and training related to the essential duties.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

#### **LICENSE/CERTIFICATES**

- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as attending meetings and events, recruiting, transporting students, picking up materials, and running errands.
- The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon being hired and annually thereafter.

**EQUAL EMPLOYMENT OPPORTUNITY**

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

**Job Type:** Full-time

**Pay:** \$24.00 - \$28.00 per hour

**Benefits:**

- Health insurance
- Paid time off

**Schedule:** Monday to Friday

**Work Location:** In person - 701 Vine St, San Jose, CA 95110