



Position Vacancy

Administrative Assistant

Gila County, Arizona

College and Area Information:

Gila Community College's District Offices are located at Gila Pueblo Campus in Globe, Arizona. Additional locations include Payson Campus, a Regional Training Center in Miami, and a satellite location in Hayden. Gila County is a unique and beautiful slice of the American Southwest that offers a variety of scenic natural environments, cultural and historical experiences, and thriving communities to discover and enjoy. ([Discover Gila County - Official Tourism Website](#)) Gila County Provisional Community College District partners with another Arizona community college to provide accredited educational programs within Gila County as Gila Community College pursues independent and accredited status.

Organizational Relationship and Work Hours Expectations:

This position reports directly to the Interim President and the District Governing Board President. This position is expected to divide work hours between both the Gila Pueblo Campus (Globe) and the Payson Campus as directed and/or necessary. This is a part-time position generally consisting of no more than 19.5 hours per week, with occasional weeks up to 29 hours, as scheduled and approved by the supervisor. The College's business office hours are 8:00 a.m. to 5:00 p.m., Monday – Friday.

Required Qualifications:

Knowledge, skills, and abilities anticipated as necessary to effectively perform this job. An equivalent combination of education, training, and experience will be considered.

- High school diploma or equivalent.
- Ability to pass a background screening process and/or obtain a Level 1 Fingerprint Clearance Card, as necessary.
- One year of direct experience with professional business office practices/procedures and productivity enhancing technologies and office equipment.
- Proficiency in Microsoft Office including Word, Outlook, and Excel.
- Possess excellent attention to detail skills including grammar, punctuation, spelling, and proofreading skills.
- Possess excellent verbal and written communication skills.
- Possess excellent interpersonal and customer service skills.

Preferred Qualifications:

- Two or more years of direct experience within an office environment providing a wide range of professional assistance to administrative and/or executive level personnel.
- Proficiency in Microsoft Office PowerPoint.
- Proficiency in Microsoft Publisher and/or Adobe Acrobat.

Essential Functions:

- Ability to perform general physical activities that require considerable use of arms, hands, and fingers to manipulate office equipment, machines, and materials. Some whole-body movement such as lifting, balancing, walking, stooping, carrying objects and handling materials may be required.
- Ability to operate and troubleshoot various office equipment including computers and other technological hardware in a safe and effective manner.
- Ability to provide effective assistance to College stakeholders in a variety of business environments requiring critical thinking, organization, and the use of inter-personal and communication skills in a professional manner.

Additional Position Specific Essential Functions are listed below:

- Provide administrative support to ensure efficient operation of the office.
- Respond to phones, emails, and in-person questions/requests from College stakeholders.
- Prepare a variety of professional communications to include but not limited to memos, letters, reports, minutes, agendas, and other information/data media.
- Maintain filing systems, including electronic files, in an organized, secure, and efficient manner.
- Receive, sort, and distribute incoming and outgoing mail.
- Monitor, maintain, and order supplies.
- Coordinate and schedule travel, meetings, appointments, and events.
- Organize, plan, and prioritize work and workflows both individually and for administrators and co-workers as needed.
- Maintain confidentiality and security of information within the College.
- Develop and maintain the trust of administrators, board members, co-workers, and other College stakeholders by professionally fulfilling the responsibilities of the position and serving the best interests of the College.
- Develop constructive and cooperative working relationships with supervisors, co-workers, and other College stakeholders and provide professional assistance with administrative and business processes for high-level administrator(s) and others as needed.
- Maintain business environment/situational awareness to understand and respond effectively to all situations by providing appropriate assistance to College stakeholders as needed.
- Understand and follow College policies and procedures; assist others in understanding and following College policies and procedures.
- Assist others in the performance of business processes as needed.
- Perform similar duties not specifically listed as directed.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve supplies; kneeling and occasional lifting of objects up to 50 pounds.

Application Information:

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a resumé and a signed copy of the Gila Community College application form available on the website www.GilaCCC.org or www.GCCBoard.org. Application materials may be submitted electronically to the following email: lauri.avila@gilaccc.org

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Skills testing may be administered. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$19.86 - \$23.33 per hour. This part-time position will generally work no more than 19.5 hours per week. The anticipated position start date is **January 22, 2024**.

Questions:

November Consulting, LLC

Cell: (928) 965-2440

E-mail: lauri.avila@gilaccc.org

GILA COUNTY PROVISIONAL COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER

Gila County Provisional Community College District is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, mental or physical disabilities, sexual orientation, gender identity or expression, veteran status, or any other legally protected class in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs, and activities.