



Oregon Community College Association  
260 13<sup>th</sup> Street NE, Salem, OR 97301  
Phone: (503) 399-9912 Fax: (503) 399-9286  
<http://www.occa17.com>

## **OREGON COMMUNITY COLLEGE ASSOCIATION ADMINISTRATIVE ASSISTANT**

The Administrative Assistant position serves as the receptionist and provides administrative support for the Oregon Community College Association. This position is the primary point of contact for all inquiries to the office whether in-person, via phone, email or other written correspondence. This position reports to the Deputy Director and works in a team environment to carry out the required functions of the job.

### **Position Duties**

#### Customer Service

- Answers phones, takes messages and deals with routine and non-routine questions from callers as appropriate
- Provide personable and professional customer service to members, stakeholders and the general public
- Respond to member, stakeholder and general public inquires orally and/or in writing in a timely manner

#### Meeting Preparation

- Collaborate with Member Resources Associate in arranging meeting locations, room logistics, parking, food, name tags and other logistical needs
- Collaborate with Member Resources Associate in preparing and distributing meeting packets

#### Meeting Minutes

- Attend meetings and take minutes
  - OCCA board meetings
  - Oregon Presidents Council meetings
  - OCCA committees
- Edit and distribute meeting minutes

#### Bookkeeping Support

- Assist the Interim Operations Manager with opening mail, logging incoming checks and preparing bills for approval
- Mail checks and make deposits

#### Schedules and Calendars

- Maintain office calendar
- Assist Executive Director and Deputy Director and other staff with scheduling appointments and meetings
- Schedule staff travel as requested

#### Office Maintenance

- Track inventory and order office supplies
- Liaison with cleaning, yard services and other service professionals
- Ensure inside and outside office appearance is professional
- Meeting setup/cleanup



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#### Miscellaneous Office Support

- Open mail and distribute to staff
- Assist staff with preparations for meetings, trainings, workshops and the OCCA annual conference
- Provide other assistance to staff as requested

#### **Knowledge, Skills and Abilities**

##### Minimum qualifications

- Knowledge of office management systems and procedures and proficiency in Microsoft Office suite of programs
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Experience producing agendas and taking meeting minutes
- High school diploma
- One year experience as an administrative assistant
- Valid Oregon State Driver's License and good driving record

##### Preferred qualifications

- Associate's degree in business, education, communications or relevant field
- OR
- Any combination of experience or education equivalent to three years administrative assistant experience
  - Experience working with a board of directors
  - Understanding of the workings of a public entity

#### **Supervision Received**

Receives direction from the Executive Director and supervision from the Deputy Director.  
Receives secondary direction from the Interim Operations Manager and Executive Director of the Student Success Center.

#### **Supervisor Responsibilities**

None

#### **Physical Requirements**

In this position, the employee must have the ability to lift 10 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the responsibilities of the position, the employee is regularly required to sit, stand, walk and talk or hear. The employee is frequently required to use



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hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

### **Other Requirements**

This is a full-time, non-exempt position. The individual in this position is expected to work 32 hours per week in the OCCA office during regular office hours (8 am to 5 pm, holidays excluded). There is some flexibility in the schedule during the work week.

The individual in this position may occasionally be required to work outside of normal business hours, including evening or weekend meetings or events. There will be some weeks with full-day or multiple-day meetings where work hours will be less flexible. There may occasionally be weeks where more than 32 hours of work may be required. The ability to travel to meetings at community colleges around the state approximately once a month (often overnight) is required.

As a non-exempt employee, the individual will receive compensatory time at a rate of time-and-a-half for any hours worked beyond the 40-hour work week.

### **Working Conditions**

Typical office environment. Work is conducted in an open office environment with constant interruptions. Simultaneously working on multiple tasks on a continual basis. Daily team interactions. Requires extensive computer use. May require work in excess of normal scheduled hours to meet high-volume and/or time sensitive workload and organization priorities. Requires physical activity normally associated sitting for extended periods, occasional bending, stooping, and lifting. Occasional statewide travel is required.

### **OCCA staff are expected to**

- Promote and foster an inclusive, diverse and discrimination/harassment-free workplace;
- Establish and maintain professional and collaborative working relationships with all contacts and staff; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance;
- Perform all duties in a safe manner; and comply with all policies and procedures;
- Act ethically at all times in accordance with the very highest standards of integrity;
- Work in a team oriented environment with participative decision-making and cooperative interactions among staff and management; and
- Engage with supervisor to ensure all necessary training and resources are available to successfully accomplish responsibilities.

This description covers the most significant, essential and auxiliary duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.



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## **A Complete Application Requires**

Cover Letter  
Resume  
Writing Sample  
Three References

**Closing date:** When position is filled.

## **Equal Employment Opportunity Commission (EEOC)**

OCCA is an equal opportunity employer that does not discriminate based on upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other legally protected characteristics.

## **American Disability Act (ADA)**

OCCA complies with Title II of the ADA where it prohibits all public entities, regardless of the size of their work force, from discriminating in employment against individuals with disabilities.

## **Veterans Preference**

OCCA complies with Oregon law requiring public employers to provide preference to veteran and disabled veteran applicants throughout the recruitment process.