OPERATIONS SPECIALIST

Full-time benefits position through Grossmont-Cuyamaca Community College District Auxiliary

The Operations Specialist will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization (GCCCD Auxiliary), which is contracted by GCCCD to provide project support services to programs at Cuyamaca College. Under agreement, the operations specialist is accountable to the Executive Director of the Auxiliary. While this job description provides a broad description of the duties and responsibilities of the Operations Specialist, it may not be inclusive of all related assignments. While this is the expected initial assignment for this position, employees of the GCCCD Auxiliary Organization may be provided other work assignments which use the representative duties of this position.

The Operations Specialist will perform a variety of specialized duties related to grant funded programs, including monitoring expenses, contract preparations, invoice tracking, quarterly reporting, and basic office functions. They must be technical, detail oriented and be able to gather and analyze data. Assist with office activities of assigned function.

REPRESENTATIVE DUTIES:

• Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations; coordinate communications; relieve the administrator of administrative detail.

• Perform a variety of duties independently in support of functions delegated to assigned administrator; interpret and apply rules and regulations as appropriate and provide support for the management of several state funded grants.

• Schedule meetings, conferences, and appointments for assigned administrator; maintain administrator’s calendar; arrange travel accommodations as necessary.

• Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.

• Prepare letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instruction.

• Provide HR support to include assisting with recruitments, processing new hire documents, and other basic HR functions.

• Assist Contract Specialist with creating and monitoring contracts on grant funded programs.

• Coordinate monthly invoicing from consultants, regional partners, and vendors.

• Support the administrative needs of the Auxiliary for fiscal and operational.

• Prepare and distribute a wide variety of document for internal review and approval

• Maintain Auxiliary and regional website content
• Post job notices and process job applications/resumes
• Assist with administrative aspects of preparing proposals, e.g. charts/graphs, formatting, binding, copying, and routing for approvals
• Assist in coordinating meetings and employee orientations, as needed.
• Prepare a variety of documents, including correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness.
• Coordinate communication district or campus officials. Obtain and provide information, coordinate activities and represent the department at various on and off-campus functions related to assigned area.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Recordkeeping techniques and budget monitoring
- Intermediate to advanced proficiency in the MS Office Suite (MS Word, Excel, and PowerPoint) to prepare written reports, presentations, and analyze

ABILITY TO:
- Set goals, prioritize, work independently, and meet deadlines
- Produce accurate, quality work
- Quickly adapt to changes in the work environment; manage fast-paced, diverse demands with flexibility
- Demonstrate accuracy and thoroughness by monitoring own work to ensure quality
- Communicate effectively both orally and in writing including effective email communication

EDUCATION AND EXPERIENCE:
Bachelor’s Degree preferred. Experience working in an educational environment desirable. Three years of increasingly responsible program or administrative support/coordination experience.

WORKING CONDITIONS:
ENVIRONMENT: Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

COMPENSATION:
For this full-time position with benefits, the starting salary is $43,368 (Classification 34-A).

APPLICATION PROCESS
You may obtain the job opening notice at http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html. The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: Auxiliary.Jobs@gcccd.edu. In the cover letter, highlight your qualifications for this position and length of service in relevant positions.