

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: https://jobs.dmacc.edu

Position Information

Job Title	Administrative Assistant 2
Campus	Ankeny Campus
Job Number	24-C33
Employment Date	As soon as possible.
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Erin Smith at 515-964-6376 or elsmith5@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	HIRING RANGE: \$21.01 – \$22.66 per hour based on experience. Pay Grade: 08
Job Summary	Provide administrative support of considerable difficulty, diversity, scope, depth and confidentiality for the department and/or professional staff. May function as an office manager.
Essential Functions	<p>Provide administrative support: assist with budget and monitor accounts and contracts; may monitor contracts and external invoices to DMACC customers; may handle financial and student records; prepare and process work orders, purchase orders etc.; manage and maintain inventory of office supplies and equipment; process mail and other deliveries.</p> <p>Perform a variety of office functions which may include, but not limited to: screen office visitors and calls and respond to inquiries; maintain appointment schedules; process and provide information to students, staff and general public; organize and maintain departmental and operational files, often of a complex, confidential, or sensitive nature; maintain records and procedures.</p> <p>Prepare, update, and proof correspondence, reports, statistical documents, instructional materials, and other types of written communication.</p> <p>Coordinate scheduling and make arrangements for meetings, classes/workshops, facilities and/or events.</p> <p>Plan and organize clerical work activities; provide work direction and training to office staff, non-regular, student or work study employees.</p> <p>Perform other duties as assigned.</p>
Required Qualifications	<p>High school graduate or equivalent.</p> <p>Two years of clerical or general office experience. (Postsecondary education in any field may substitute for up to 1 year of the required experience. Fifteen semester credits are equivalent to 6 months of experience.)</p> <p>Strong communication skills.</p> <p>Ability to plan, organize and manage time.</p> <p>Demonstrated ability to establish and maintain a professional working relationship with a wide variety of individuals coming from diverse backgrounds.</p> <p>Knowledge of current software applications.</p>
Desired Qualifications	<p>Experience in an educational institution.</p> <p>Postsecondary education.</p>

Physical Requirements	<p>Constant: Sit</p> <p>Occasional: Lift Floor to Waist < 10 lbs Carry < 10 lbs x 100 ft Push/pull horizontal 10 lbs x 18 in Lateral Pinch Forward reach Crouch Neck Flexion, Extension & Rotation Fine Motor Coordination Hand & Foot Coordination Stand Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	Monday - Friday, day hours.
Posting Date	05/24/2024
Deadline for Submitting Applications	06/03/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/11547

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.