

# iGreentree On-Line Applicant Tracking System



**Greentree Systems, Inc.**

<https://elcamino.igreentree.com>

# Direct Link To Classified Positions

[https://elcamino.igreentree.com/css\\_classified](https://elcamino.igreentree.com/css_classified)



Search Our Jobs

**Keyword(s):**

**Position Type**  
-- Any Position Type --

**Location:**  
-- Any Location --

**Division**  
-- Any Division --

**FIND JOBS**

Jobs By Category ( 3 Jobs found )

Classified Staff	3 Jobs found
Classified Administrator	No Jobs found
Manager/Supervisor	No Jobs found
Confidential	No Jobs found

**VIEW ALL JOBS**

# Click on Find Jobs for all classified openings



EL CAMINO COLLEGE


Find Jobs Application Status Job Alerts My Profile

Classified Staff Results Available Positions: 4

Job Title	Location	Division	Req No.
Administrative Assistant II	ECC Campus	Public Relations	C1617-043
Curriculum Advisor	ECC Campus	Academic Affairs	C1617-042
Police Officer - Lateral or Pre-Service (Compton Center)	Compton Center	Campus Police	C1617-016
Police Officer - Lateral or Pre-Service (ECC Campus)	ECC Campus	Campus Police	C1617-003

Available Positions: 4

[Return to Previous Page](#) [Help](#)



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To apply for this **Administrative Assistant II** position, click on Complete Application .

[Return to Previous Page](#) [Email this job to a friend](#)

Job Detail

Job Title:	Administrative Assistant II	Req:	C1617-043
Location:	ECC Campus	Division:	Public Relations
Position Type:	Classified Staff	Posting Close Date:	04/21/2017

[Complete Application](#)

### Job Description:

#### BASIC FUNCTION

Under the direction of an assigned Administrator, perform a variety of complex and responsible secretarial, administrative assistance and research activities to relieve the administrator of administrative detail in a major, complex, program or function.

#### DISTINGUISHING CHARACTERISTICS

The Administrative Assistant I provides secretarial and administrative support to a Director of a College program or service. The Administrative Assistant II reports to a senior level administrator at the level of a Dean or Director of a major, complex, program or service of broader scope and accountability.

#### REPRESENTATIVE DUTIES

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

Perform a variety of duties independently in support of functions delegated to assigned administrator; interpret and apply rules and regulations as appropriate.

Type a variety of materials such as correspondence, agendas, minutes, reports, forms, applications, memoranda and other documents.

Coordinate communication between the administrator and staff, students, faculty, vendors, the public and others, obtain and provide information, coordinate activities and resolve problems.

Coordinate communication with vendors, contractors and public and private representatives in arranging programs, supporting contracts, and

# Look at requirements

## Education & Experience

### EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial science and four years of increasingly responsible secretarial experience.

The ability to pass a Computer Skills Typing Test at 60 net words per minute and the ability to pass an **Intermediate Word 2010 Computer Skills Test** with at least 70% accuracy.

If you are unsure of your typing speed, below are a couple of links that may be helpful to see what your current speed is and also opportunities to practice prior to the required testing associated with this position: <http://www.typingtest.com> <http://official-typing-test.com/>

Applicants who are determined to meet the qualifications will be notified of the date and time of the computer skills test by email from [elcamino.automail@igreentree.com](mailto:elcamino.automail@igreentree.com). The information will be sent to the email address provided on your application.

Please be sure to log into igreentree and check your application status for updates.

### WORKING CONDITIONS

Office environment.

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Read a variety of materials.

Extensive computer work.

## To Apply & Closing Date

### TO APPLY

Applicants must submit the following documents by the closing date:

- 1) Online application: [https://elcamino.igreentree.com/css\\_classified](https://elcamino.igreentree.com/css_classified)
- 2) Resume - Resumes are **NOT** accepted in place of any part of the application and you should complete all sections of the application even if the entries duplicate information on your resume.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you should need assistance please call (310) 660-3593 Ext. 3807 or visit the office between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

**CLOSING DATE: FRIDAY, April 21, 2017 at 3:00 p.m.**



# Helpful Hints

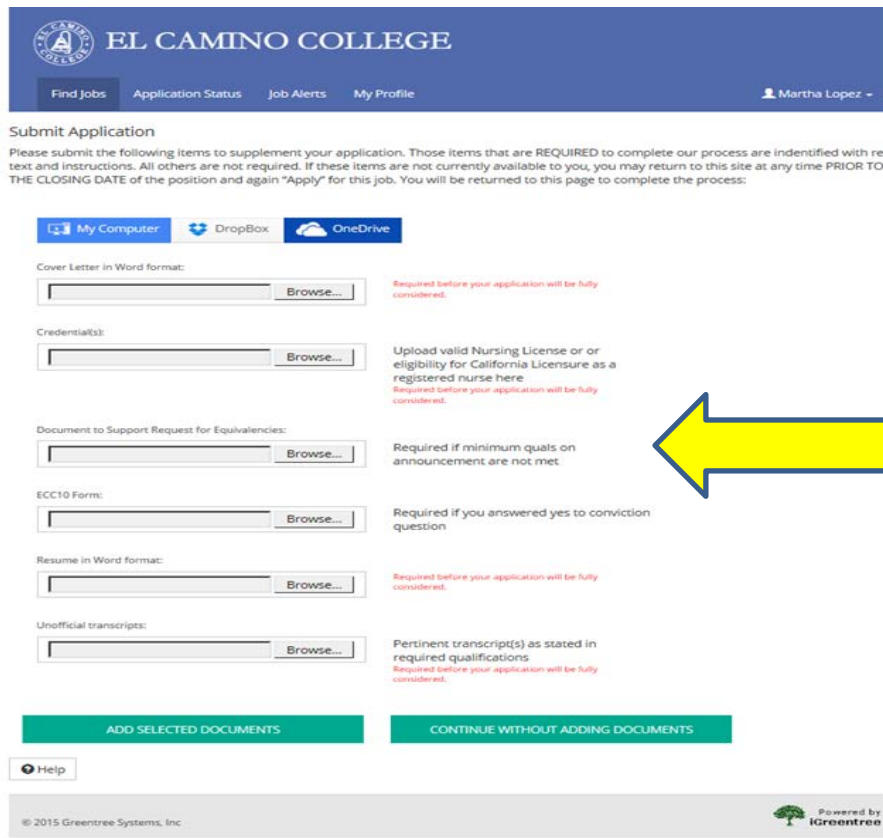
- Create or update your profile prior to submitting your application
- Read the job announcement carefully; if it requires 'progressive growth' show it on your application job duties
- Review the documents required for the position
- Once you submit your application no changes can be made to this document by you or the recruiter

# BE PREPARED

- Have your documents ready to upload in the format requested
- If you are editing a document and have tracked your changes, make sure you finalize your document
- Make sure your transcripts have the name of the school and date your degree was conferred and/or show the course work required in job description
- *(we will **not** automatically pull/load transcripts we have in current file)*

# EQUIVALENCY

If you do not meet the qualifications as listed on the announcement, you will need to complete the equivalency form



**EL CAMINO COLLEGE**

Find Jobs Application Status Job Alerts My Profile Martha Lopez -

### Submit Application

Please submit the following items to supplement your application. Those items that are REQUIRED to complete our process are identified with red text and instructions. All others are not required. If these items are not currently available to you, you may return to this site at any time PRIOR TO THE CLOSING DATE of the position and again "Apply" for this job. You will be returned to this page to complete the process:

My Computer DropBox OneDrive

Cover Letter in Word format:  Browse... Required before your application will be fully considered.

Credential(s):  Browse... Upload valid Nursing License or eligibility for California Licensure as a registered nurse here  
Required before your application will be fully considered.

Document to Support Request for Equivalencies:  Browse... Required if minimum quals on announcement are not met.

ECC10 Form:  Browse... Required if you answered yes to conviction question

Resume in Word format:  Browse... Required before your application will be fully considered.

Unofficial transcripts:  Browse... Pertinent transcript(s) as stated in required qualifications  
Required before your application will be fully considered.

ADD SELECTED DOCUMENTS CONTINUE WITHOUT ADDING DOCUMENTS

Help

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All questions with asterisks \* need to be answered

The screenshot shows the El Camino College application portal. At the top, the college logo and name are displayed. Below the navigation menu, a green checkmark indicates a successful step. The main heading is "Apply For Position". The form section is titled "Please Answer All Questions" and contains four questions, each with a dropdown menu for the answer. The first question is "Do you meet the required qualifications as stated on the Job Announcement?". The second question is "If you, enter N/A, if no you must complete the Request for Equivalency Form and upload it after submitting your application.". The third question is "How did you learn of this job opportunity?". The fourth question is "If you were referred by an El Camino College employee, who referred you?". Below the questions is a section for skills, with the instruction "From the following list, please check those skills for which you consider yourself to be proficient and which you will be willing to use on the job:". A green "CONTINUE >>>" button is at the bottom of the form.

EL CAMINO COLLEGE

Find Jobs Application Status Job Alerts My Profile Martha Lopez

✓

To apply for the position of **Part-Time Temporary Instructor - Nursing**, please answer the following questions related to this position.

Return to Previous Page

Apply For Position

Please Answer All Questions

\* Do you meet the required qualifications as stated on the Job Announcement?

\* If you, enter N/A, if no you must complete the Request for Equivalency Form and upload it after submitting your application.

\* How did you learn of this job opportunity?

\* If you were referred by an El Camino College employee, who referred you?

From the following list, please check those skills for which you consider yourself to be proficient and which you will be willing to use on the job:

CONTINUE >>>



# TRANSCRIPTS

- Have your transcripts scanned as **ONE** pdf document
- No tiff files – we cannot open these
- There are limits to the size of documents loaded, (32mb). Trying to load a file that is too large may result in an error message, so do not upload documents you do not need.

# UPLOADING DOCUMENTS

- Upload each file in its designated area. Do not load all required documents as one file.
- Do not load any type of document in the ECC10 area except a document related to a conviction  
*Why? Documents loaded here are considered highly confidential and therefore cannot be viewed by any committee members*
- Any other documents not required will be removed and committee members will not have access to those documents

# Application will not be complete if required documents are not uploaded

If your documents are not ready to upload you can come back but **MUST** complete before closing date



## Submit Application

Please submit the following items to supplement your application. Those items that are REQUIRED to complete our process are identified with red text and instructions. All others are not required. If these items are not currently available to you, you may return to this site at any time PRIOR TO THE CLOSING DATE of the position and again "Apply" for this job. You will be returned to this page to complete the process:



Cover Letter in Word format:

 Browse...

Required before your application will be fully considered.

Credential(s):

 Browse...

Upload valid Nursing License or or eligibility for California Licensure as a registered nurse here  
Required before your application will be fully considered.

Document to Support Request for Equivalencies:

 Browse...

Required if minimum quals on announcement are not met

ECC10 Form:

 Browse...

Required if you answered yes to conviction question

Resume in Word format:

 Browse...

Required before your application will be fully considered.

Unofficial transcripts:

 Browse...

Pertinent transcript(s) as stated in required qualifications  
Required before your application will be fully considered.

ADD SELECTED DOCUMENTS

CONTINUE WITHOUT ADDING DOCUMENTS

Help

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## Submit Application

Please submit the following items to supplement your application. Those items that are REQUIRED to complete our process are identified with red text and instructions. All others are not required. If these items are not currently available to you, you may return to this site at any time PRIOR TO THE CLOSING DATE of the position and again "Apply" for this job. You will be returned to this page to complete the process:



Cover Letter in Word format:

 Browse...

Credential(s):

 Browse...

Document to Support R

 Browse...

ECC10 Form:

 Browse...

Resume in Word format:

 Browse...

Unofficial transcripts:

 Browse...

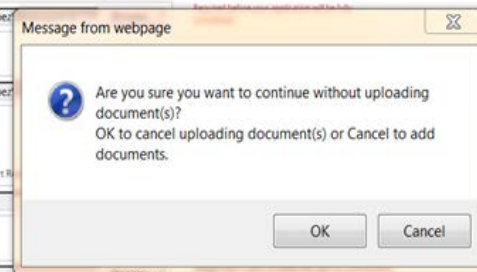
Required before your application will be fully considered.

Pertinent transcript(s) as stated in required qualifications  
Required before your application will be fully considered.

ADD SELECTED DOCUMENTS

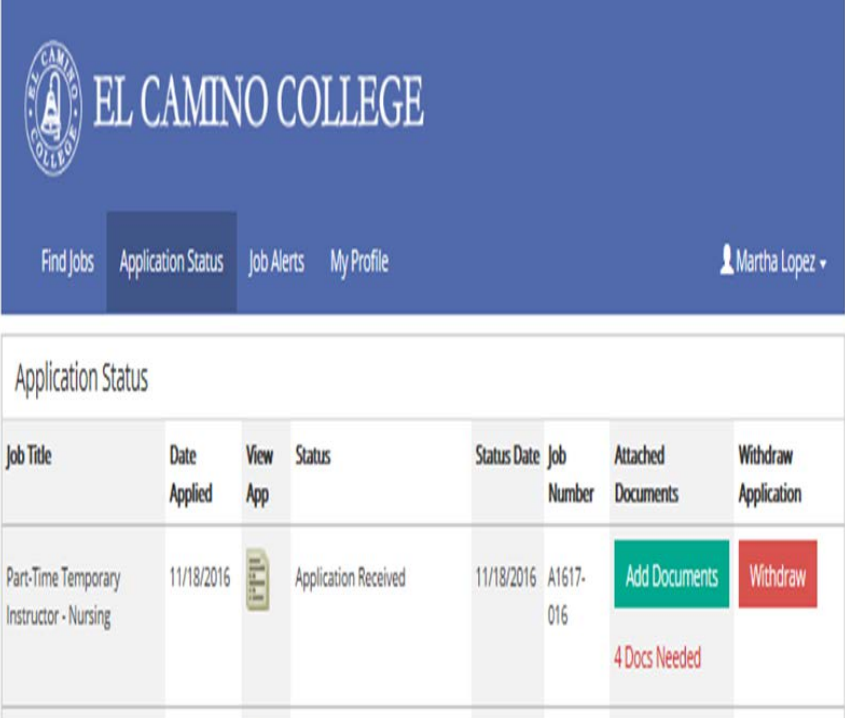
CONTINUE WITHOUT ADDING DOCUMENTS

Help




# Check your status

- If you are having trouble loading documents, do not load in the note section
- There is no guarantee that your application will be screened before the deadline and by that time, it is too late
- There is a contact number on the job announcement
- **Call for assistance**

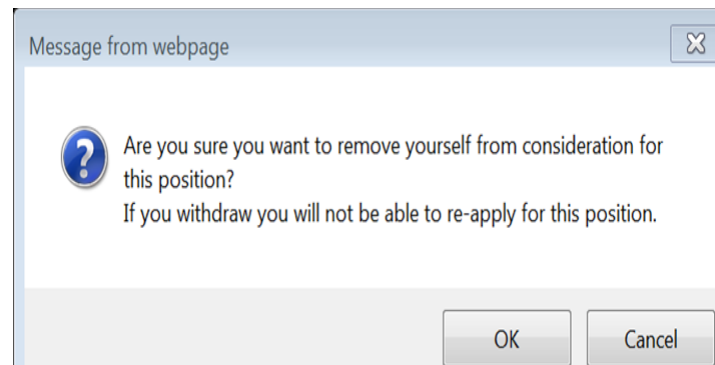
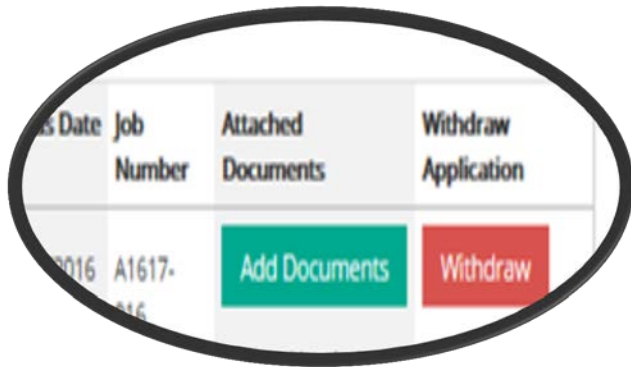


The screenshot shows the El Camino College job application status page. The header is blue with the El Camino College logo and name. Below the header is a navigation bar with links for 'Find Jobs', 'Application Status', 'Job Alerts', and 'My Profile'. The user's name, 'Martha Lopez', is displayed in the top right corner. The main content area is titled 'Application Status' and contains a table with the following data:

Job Title	Date Applied	View App	Status	Status Date	Job Number	Attached Documents	Withdraw Application
Part-Time Temporary Instructor - Nursing	11/18/2016		Application Received	11/18/2016	A1617-016	<a href="#">Add Documents</a> 4 Docs Needed	<a href="#">Withdraw</a>

# Warning!

- **Never, ever, ever**, withdraw your application unless that is **really** what you want to do
- You will **not** be able to re-apply
- If you are having a problem, call us so we may be able to assist



# MOST IMPORTANT HINT

- Don't wait until the last minute to apply
- Have your documents ready for upload
- Positions close at 3:00 p.m. PST. Late applications will not receive consideration

# Thank You

- Classified Recruiter: Pamela D. Jones x3478
- Academic Recruiter: Martha E. Lopez x5809