



El Camino College

Academic Administrative Assistant



ABOUT THE ROLE

Under general supervision, performs specialized and technical duties in support of instructional operations. Responsibilities include developing and maintaining class schedules, reconciling faculty load assignments that directly drive academic pay under the collective bargaining agreement, and coordinating faculty evaluation processes. Ensures compliance with state regulations, licensure and accreditation requirements, and program-specific mandates. Provides technical assistance to deans, faculty, and instructional divisions regarding schedule accuracy, load integration, and academic operations systems.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

The Academic Administrative Assistant is distinguished from the Administrative Assistant II classification by its primary responsibility for integrated scheduling and faculty load functions that directly drive academic pay under the collective bargaining agreement. Positions in the class require specialized knowledge of instructional operations, collective bargaining provisions, and compliance requirements for instructional programs such as Public Safety academies, Nursing/Health Sciences, and Athletics. The scope of duties extend beyond general administrative support to include specialist level reconciliation, compliance monitoring, and technical use of related systems.

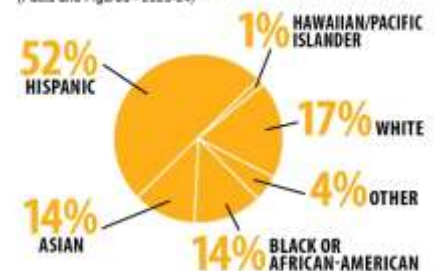
Receives general supervision from a Dean or other assigned administrator. May provide functional guidance to clerical or support staff as assigned.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



ACADEMIC ADMINISTRATIVE ASSISTANT

Division: Humanities
Posting Closing Date: 5/22/2026
Req: C2526-043E
Location: El Camino College
Position Type: Classified

REPRESENTATIVE DUTIES

- Develop, maintain, and update instructional schedules in Banner and related systems; enter schedule changes, assign rooms, and adjust modalities.
- Calculate and reconcile faculty load assignments in accordance with collective bargaining agreements, including overload, reassigned time, and release time.
- Coordinate and track faculty evaluation processes; prepare related documentation and ensure timely completion of required steps.
- Monitor and enforce compliance with state regulations, licensing, and accreditation standards (e.g., clinical placement ratios, academy training hours, athletic eligibility).
- Prepare and analyze reports related to scheduling, faculty load, assignments, program compliance, and budget activity.
- Serve as division liaison for Banner and scheduling/load systems; ensure data accuracy and resolve discrepancies. • Provide technical assistance to faculty and administrators on scheduling, load rules, evaluation timelines, compliance procedures, and budgetary processes.
- Process and support faculty requests related to professional development, conference attendance, travel, and grant-funded program activities, ensuring compliance with District policy and funding requirements.
- Coordinate with external partners, such as clinical agencies or public safety organizations, to meet instructional scheduling and compliance requirements.
- Support division operations by preparing agendas, minutes, and related records as needed.
- Maintain confidential personnel and instructional records in accordance with District policy.
- Perform other related duties as assigned that support the overall objective of the position and the district's mission and philosophy.

JOB QUALIFICATIONS

Education and Experience:

Equivalent to an associate's degree from an accredited college with major coursework in business, education, or a related field, **and** three years of increasingly responsible administrative experience involving instructional scheduling, academic operations, or faculty support. OR an equivalent combination of training and experience.

COMPUTER SKILLS TEST REQUIRED: Successfully pass the Computer Skills Microsoft Office 2016 Intermediate Word Test with at least 70% accuracy.

Applicants who meet the qualifications will be sent an email from TestGenius@opac.com with a link to take the test. The information will be sent to the email address provided on your application.

DESIRABLE QUALIFICATIONS

Experience communicating effectively with students.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

- Principles and practices of instructional scheduling and operations.
- Banner or equivalent academic information systems used for scheduling and integrated faculty load reconciliation.
- Collective bargaining agreement provisions affecting faculty load, overload, and reassigned time.
- Compliance requirements for specialized instructional programs (Public Safety, Nursing/Health Sciences, Athletics).
- Faculty support processes, including travel, professional development, conferences, grant programs, and budget procedures.
- Office practices, procedures, and equipment, including word processing, spreadsheets, and databases.
- Principles of report preparation, data analysis, and records management.
- Applicable state, federal, and accreditation requirements related to instructional programs.

Abilities/Skills:

- Interpret and apply collective bargaining agreements, policies, procedures, and regulations to faculty load and scheduling.
- Develop, update, and maintain accurate instructional schedules, faculty support records, and budget documentation.
- Reconcile complex faculty load calculations that affect academic pay.
- Coordinate faculty evaluation processes in compliance with policy and timelines.
- Process and track faculty requests for travel, conferences, professional development, and grant-funded program participation.
- Analyze and reconcile data, identify discrepancies, and recommend solutions.
- Communicate effectively, both orally and in writing, with faculty, administrators, and external partners.
- Establish and maintain cooperative working relationships.
- Exercise discretion in handling confidential records and information.
- Adapt to emerging technologies that support instructional scheduling compliance, and budget management.

WORKING CONDITIONS

- Work is typically performed in an office environment with frequent interruptions.
- Requires ability to sit or stand for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Occasional bending, stooping, or reaching to retrieve files and materials.
- May be required to lift, carry, or move materials up to 25 pounds.
- Requires visual acuity to read printed and electronic materials and the ability to communicate effectively in person, by telephone, and electronically.

CLOSING DATE: FRIDAY, MAY 22, 2026 AT 3:00 P.M.

SALARY: Starting salary is \$5,867 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,530 monthly).

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person,

Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts (PDF format only) as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT 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 need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at hr@elcamino.edu.

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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.