El Camino College

Administrative Assistant II






ABOUT THE ROLE

El Camino College is seeking qualified candidates to join our continuous recruitment pool for:

ADMINISTRATIVE ASSISTANT II

Submitting an application to this pool places your materials into a candidate bank used to fill future permanent vacancies as they arise across various departments.

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.

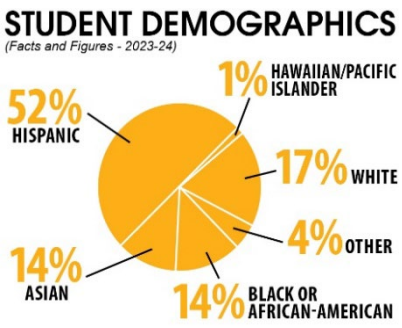
The Administrative Assistant I provide secretarial and administrative support to a Director of a College program or service. The Administrative Assistant II reports to a senior level administrator at the level of a Dean or Director of a major, complex, program or service of broader scope and accountability.

MISSION STATEMENT

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

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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.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis.

ADMINISTRATIVE ASSISTANT II

Division: Information Technology Services
Posting Closing Date: 11/24/26
Req: C2627-016
Location: El Camino College
Position Type: Classified

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 maintaining community liaisons as assigned.

Utilize judgment in screening and maintaining the confidentiality of concerns or complaints presented by students, faculty, staff, applicants, vendors, or the general public.

Greet office visitors and answer telephone calls, screen and direct calls and visitors to appropriate personnel; take and relay messages; schedule conference calls.

Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures, and regulations.

Organize, develop, and maintain a variety of records, logs, files, and departmental reports, including information of a confidential nature; verify data for accuracy, completeness, and compliance with established procedures; input and retrieve data in computer systems as required; maintain confidentiality of information.

Research District policies or divisional or departmental practices and compile data for use by administrator or staff, compile information and prepare reports.

Schedule meetings, conferences, appointments, and travel accommodations for assigned administrators, faculty, or staff, maintain administrator's calendar.

Participate as a member of a selection panel, quality council or special committee, as assigned by the position.

Receive, open and route mail; screen and respond to administrator’s mail as appropriate.

Order, issue, and maintain department supplies, forms, and equipment.

Operate a variety of office equipment including personal computer terminals, peripheral devices, related word processing and database or spreadsheet software programs; operate multiplex telephone system, electronic mail system, typewriter, calculator, facsimile equipment, and copier.

Maintaining and verifying current budget information; monitor expenditures and assist in budget preparation as required.

Train, provide work direction and monitor progress of student workers and clerical personnel as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS

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.

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.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Organization and objectives of assigned department or program.
Modern office practices, procedures, and equipment.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience, and courtesy.
Computer hardware and word processing and database or spreadsheet software application programs.
Telephone techniques and public relations etiquette.

Abilities/Skills:

Perform secretarial and administrative duties with speed and accuracy and maintain confidential records.
Interpret, apply, and explain rules, regulations, policies, and procedures of assigned office.
Make arithmetic computations quickly and accurately.
Take dictation using technological equipment or shorthand at 95 wpm and transcribe accurately as assigned.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and timelines.
Assemble data and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including computer terminal, printer, multiplex telephone system, typewriter, calculator, facsimile equipment, and photocopier.
Maintain a variety of files, records, and logs.
Participate upon various committees, depending upon position assignment.
Train and provide work direction to others.

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.

CLOSING DATE: TUESDAY, NOVEMBER 24, 2026 AT 3:00 P.M.

Applications for this position are screened and accepted until the **first 50 qualified applicants** have been received.

SALARY: Starting salary is $5,718 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 ($7,334 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)

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.

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
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

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.