

Program Assistant, Categorical - EXTENDED
South Orange County Community College District

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Posted Feb. 15, 2019, expired Jun. 17, 2019

Job Title	Program Assistant, Categorical - EXTENDED
Department	Educational Opportunity Programs & Srvcs (IVC-035-077)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Feb. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Student Services Administrative Support/Services
Apply Online Here	http://jobs.socccd.edu/postings/9717
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Job Description

Under general supervision, provides word processing and other computer operation services in support of the assigned grant funded program; performs a variety of administrative office support duties of a general or specialized nature; and provides information and assistance to students, faculty, staff, and the general public. May provide training and work direction to student workers if assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details



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pertaining to this university job announcement.