

Office Assistant (one or more positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=121733>

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Posted Apr. 4, 2019, set to expire Aug. 4, 2019

Job Title	Office Assistant (one or more positions)
Department	Re-Entry Center (SC-061-063)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Apr. 4, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
Apply Online Here	http://jobs.socccd.edu/postings/9861

Apply By Email

Job Description

Under supervision from assigned supervisory or management staff, performs a variety of office support, clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned; provides word processing and data entry support; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or an administrative assistant.

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.