

Project Specialist
Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=122637>

Downloaded On: Jul. 17, 2019 1:20pm

Posted Apr. 30, 2019, set to expire Aug. 30, 2019

Job Title Project Specialist

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted Apr. 30, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

Job Website <https://www.governmentjobs.com/careers/cccd/Jobs/2432019>

Apply By Email

Job Description

Under general supervision, the Professional Expert provides assistance and support in accordance with assignments and directions from the supervisor. Professional Experts:

- * Have specialized knowledge or expertise not generally required of or found in the classifications established by the District.
- * Must be specially trained, experienced, or competent to perform expert services.
- * Are used on a temporary basis for a specific project or projects.
- * Terms of employment will be described in the Professional Expert Agreement

Non-academic, non-classified Professional Experts are not part of classified service. Non-academic, non-classified short-term employees are at-will employees and have no entitlement rights to any position in the District. Professional Expert employment shall not result in the displacement of Classified personnel.

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Retired CalPERS Annuitants: may not exceed 960 hours in a fiscal year (July 1 through June 30)

REPRESENTATIVE DUTIES:

Assists the Supervisor with the planning, development, support and administration of assigned project. Exercises good judgment with a mid to high level of independent judgment; may refer policy interpretation to the Supervisor when necessary. Assists Supervisor with ongoing assessment of the project to ensure project is meeting the goals and objectives set forth by the District and/or college. OR Performs varied and highly skilled activities requiring thorough understanding of a program and related services, projects and activities. Responsible for a program with more complexity and impact and highly specialized projects and services.

Contact Information

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

Contact