

**Clerical Support Short-Term
Coast Community College District**

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Posted May 1, 2019, set to expire Aug. 31, 2019

Job Title Clerical Support Short-Term

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted May 1, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services

Job Website <https://www.governmentjobs.com/careers/cccd/Jobs/2421871>

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Job Description

Under direct to minimum supervision of the head of the Division, Department, or Program, the non-academic, non-classified short-term support employee will provide services to the department to support and assist regular employees by performing a variety of needed temporary tasks.

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

Non-academic, non-classified short-term employees perform services and tasks, which once completed, will not be extended or needed on a continuing basis. Short-term non-classified employees perform services that are not re-occurring and are not a permanent component of the District's

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operations. Short-term employees may be employed to perform work at a one-time event that occurs on an irregular basis.

Short-term non classified employees may not exceed 160 working days within a fiscal year (July 1 - June 30) and may not exceed 19 working hours per week and may only occupy one primary assignment within the District.

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

REPRESENTATIVE DUTIES:

On a temporary basis, provide clerical support and assistance to a department or program. Requires some practical knowledge, skills, training, and/or experience in a related setting. Supervisor will provide direction.

- * Provide support and assistance to regular employees in the Division, Department or Program.
- * Dependent on the specific Division, Department or Program job assignment.
- * Perform related tasks and duties, as required.

Contact Information

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

Contact