

Administrative Support Short-Term
Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=122720>

Downloaded On: Jul. 16, 2019 10:47am

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

Job Title Administrative 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/2424405>

Apply Online Here <https://www.governmentjobs.com/careers/cccd/Jobs/2424405>

Apply By Email

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



Administrative Support Short-Term Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=122720>

Downloaded On: Jul. 16, 2019 10:47am

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

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 administrative support to a department or program. Requires basic and practical knowledge, skills, training, and/or experience. Supervisor provides direct to minimum supervision. Performs additional related duties as assigned.

Contact Information

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

Contact