

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

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Posted May 21, 2019, set to expire Sep. 20, 2019

Job Title	Senior Administrative Assistant (one or more positions)
Department	Administration (SC-058-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

Contact Information



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Contact

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