

Student Services Assistant, Senior
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=124302>

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Posted Jun. 11, 2019, removed Jun. 28, 2019

Job Title	Student Services Assistant, Senior
Department	N/A
Institution	San Diego Community College District San Diego, California
Date Posted	Jun. 11, 2019
Application Deadline	6/26/2019
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
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Job Description

Student Services Assistant, Senior

San Diego Community College District

Closing Date: 6/26/2019

Position Number: 006129

Location: Continuing Education

Position Type:

The Position:

Student Services Assistant, Senior
San Diego Community College District

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Applications are currently being accepted for Senior Student Services Assistant in the Student Services Office, located at San Diego Continuing Education, Educational Cultural Complex. Hours are Monday and Tuesday 7:00 a.m.-3:30 p.m., Wednesday and Thursday 10:30 a.m.-7:00 p.m., and Friday 8:30 a.m.-5:00 p.m. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

Applicable sections of California Education Code and other laws.

District organization, operations, policies, and objectives.

English usage, grammar, spelling, punctuation, and vocabulary.

Modern office practices, procedures, and equipment, including computer hardware and software.

Oral and written communications skills.

Record-keeping techniques.

Rules, regulations, policies, and procedures of assigned program.

Student/management information systems.

Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.

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Establish and maintain effective working relationships with others.

Establish and meet schedules and time lines.

Interact effectively with students and staff.

Interpret and explain rules, regulations, policies, and procedures regarding assigned student services area.

Maintain confidential records and files and prepare reports.

Make arithmetic calculations with speed and accuracy.

Meet schedules and timelines.

Operate a variety of office machines and equipment, including computer hardware and software.

Perform technical duties of complex difficulty in assigned student services area.

Plan and organize work.

Relate effectively with people from varied cultural and socio-economic backgrounds.

Train and provide work direction to others.

Type/keyboard at 45 words per minute.

Understand and follow oral and written directions.

Use computer applications, including word processing, spreadsheets, and databases.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and one year of experience at the level of Student Services Assistant in the area of specialty.

Licenses:



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Pay Information:

Range 19 \$3,311.60 \$5,286.05 per month based on the current AFT Classified Unit Office Technical Salary Schedule.

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the AFT-Guild, Local 1931 Classified Staff Collective Bargaining Agreement. This position is FLSA Non-Exempt and may accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: [url=https://apptrkr.com/1495517]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

N/A

San Diego Community College District

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