

Outreach Assistant (Substitute)
South Orange County Community College District

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Downloaded On: Sep. 22, 2019 9:06pm

Posted Jun. 26, 2019, set to expire Oct. 26, 2019

Job Title	Outreach Assistant (Substitute)
Department	Outreach and Community Relations (IVC-024-100)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Jun. 26, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Communications/Public Relations
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Job Description

Under general supervision from assigned management staff, provides general administrative, secretarial and clerical assistance in support of departmental programs and functions; responsible for operation of a central switchboard; provides information and assistance to students, faculty, staff, and the general public; maintains schedules, budgetary records, files, and other materials that support daily operations; may provide direction to student workers; and participates in a variety of meetings, special events, and projects related to outreach activities.

The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society.

This position is a short-term, temporary, Non-Bargaining Unit assignment, not to exceed 160 days during each fiscal year. The assignment is on an as needed basis, and may be shortened or extended.



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You will be contacted should the hiring department/division be interested in scheduling an interview with you to discuss your qualifications and skills. Please do not call the Human Resources Office regarding the status of your application. The most current status of all applications will be available for you to view on our website.

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.