

**Sr. Administrative Assistant (Substitute)**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=130004>

Downloaded On: Dec. 7, 2019 4:18pm

Posted Sep. 30, 2019, set to expire Jan. 28, 2020

<b>Job Title</b>	Sr. Administrative Assistant (Substitute)
<b>Department</b>	Human Resources - Administration (Dist-014-000)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Sep. 30, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Student Services Human Resources Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://jobs.socccd.edu/postings/10292">http://jobs.socccd.edu/postings/10292</a>

**Apply By Email**

**Job Description**

The assignment may be at Irvine Valley College, Saddleback College, or District Services.

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, hourly, non-bargaining unit position, not to exceed 160 days per Fiscal Year. 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. This position is open until filled or withdrawn.

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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**

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.