

College Compliance Support Specialist (one or more positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=133924>

Downloaded On: Feb. 23, 2020 12:07am

Posted Nov. 22, 2019, set to expire Mar. 23, 2020

<b>Job Title</b>	College Compliance Support Specialist (one or more positions)
<b>Department</b>	Student Services - Administration (IVC-024-000)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Nov. 22, 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
<b>Apply Online Here</b>	<a href="http://jobs.socccd.edu/postings/10427">http://jobs.socccd.edu/postings/10427</a>

**Apply By Email**

**Job Description**

Under direction from the Title IX Investigator Manager and other administrators as assigned, provides specialized administrative and clerical assistance in support of Irvine Valley College campus functions of student to student relations, equal employment opportunity, diversity compliance and training; performs duties with minimal supervision and direction, exercising initiative, judgment and discretion in receiving and providing highly sensitive and confidential information; provides information relative to assigned area of responsibility to students, faculty, staff, and the community when appropriate; establishes and maintains files and records; monitors and ensures various timelines and deadlines are met; prepares reports and correspondence as directed.

**Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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