

**Counseling Office Assistant, Categorical (One or More Positions)**

**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=135256>

Downloaded On: Apr. 5, 2020 7:04pm

Posted Dec. 18, 2019, set to expire Apr. 18, 2020

<b>Job Title</b>	Counseling Office Assistant, Categorical (One or More Positions)
<b>Department</b>	Student Veterans Services (SC-061-103)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Dec. 18, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Counseling Services Administrative Support/Services
<b>Job Website</b>	<a href="http://jobs.socccd.edu/postings/10472">http://jobs.socccd.edu/postings/10472</a>

**Apply By Email**

**Job Description**

Under general supervision from assigned supervisory or management staff, performs a variety of specialized office support and clerical duties in support of assigned counseling office activities; screens and assesses student counseling needs and schedules appointments with appropriate counselors; and maintains a variety of records and files and generates a variety of statistics and reports.

**Contact Information**

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



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**Contact**

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