

Office Assistant, Categorical (One or More Positions)
South Orange County Community College District

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Posted Jan. 20, 2020, expired May 19, 2020

Job Title	Office Assistant, Categorical (One or More Positions)
Department	Administration (SC-031-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Jan. 20, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
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Apply By Email

Job Description

Under supervision from assigned supervisory or management staff, performs a variety of office support, clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned; provides word processing and data entry support; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or an administrative assistant.

Contact Information

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

Contact



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