

Senior Counseling Office Assistant (Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=141662>

Downloaded On: Sep. 22, 2020 9:55am

Posted May 4, 2020, expired Sep. 1, 2020

<b>Job Title</b>	Senior Counseling Office Assistant (Substitute)
<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>	May 4, 2020
<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>	Human Resources Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://jobs.socccd.edu/postings/10810">http://jobs.socccd.edu/postings/10810</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Under direction from assigned supervisory or management staff, organizes, coordinates, and participates in the front office functions of the assigned counseling office; trains and provides work direction to staff and students as assigned; performs the full range of specialized office support and clerical duties in support of the assigned counseling office activities; screens and assesses student counseling needs and schedules appointments with appropriate counselors; maintains a variety of records and files and generates a variety of statistics and reports; and serves as the primary contact person for problems and issues related to the automated counseling scheduling and reporting system.

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.



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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.

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.

### **Contact**