

**Communications Assistant
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=149457>

Downloaded On: Mar. 2, 2021 12:00am

Posted Nov. 11, 2020, set to expire Mar. 10, 2021

Job Title	Communications Assistant
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 11, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
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Apply By Email	
Job Description	

Communications Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Communications Assistant San Diego Community College District

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Under the direction of the Police Communications Supervisor, perform a variety of clerical and technical duties related to routine and emergency police and security services.

Click

[url=https://apptrkr.com/get_redirect.php?id=2072899&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/CommunicationsAssistant.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

TYPICAL DUTIES INCLUDE:

Type reports, correspondence, and other material.

Check and review data for completeness and conformance with established regulations and procedures.

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.

Operate standard office machines and equipment, including computers to enter and extract information and data.

Explain District policies, regulations, and procedures.

Receive, open, sort, and route mail.

Manage calendars and set appointments.

Duplicate, assemble, collate, and staple materials.

Maintain files and records.

Qualifications:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; and record-keeping techniques. Ability to perform clerical work of average difficulty; operate computers and business-related software, including word processing, spreadsheets, and databases; type/keyboard at a moderate rate of speed; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain effective working relationships. Clerical experience is required.

Desired Qualifications:

Licenses:

Pay Information:

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[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

District Wide

San Diego Community College District

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