

Office Assistant, Categorical (External and Lateral) (One  
or More Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150338>

Downloaded On: Mar. 3, 2021 3:29am

Posted Nov. 30, 2020, set to expire Mar. 28, 2021

<b>Job Title</b>	Office Assistant, Categorical (External and Lateral) (One or More Positions)
<b>Department</b>	Disabled Students Programs and Services (DSPS) (SC-061-075)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Nov. 30, 2020
<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>	Administrative Support/Services
<b>Job Website</b>	<a href="http://jobs.socccd.edu/postings/11086">http://jobs.socccd.edu/postings/11086</a>

**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**



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

**Contact**

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