

Administrative Assistant, Categorical (One or More  
Positions) (Lateral and External)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150339>

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

<b>Job Title</b>	Administrative Assistant, Categorical (One or More Positions) (Lateral and External)
<b>Department</b>	Student Health Center (SC-024-094)
<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/11085">http://jobs.socccd.edu/postings/11085</a>

**Apply By Email**

**Job Description**

Under general supervision from the assigned administrator of record of a single-function program of moderate size, staff, budget, and complexity or the Dean of a large instructional, business, or student services program, performs general administrative, secretarial, and clerical assistance duties in support of assigned program and administrative, academic, and classified staff, students, and the public; OR may serve as secondary administrative support for a larger business, instructional, or student services division such as an instructional division office. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or a higher-level administrative assistant.

**Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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