

Administrative Assistant (Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=151786>

Downloaded On: Apr. 23, 2021 1:55am

Posted Dec. 21, 2020, set to expire Apr. 24, 2021

<b>Job Title</b>	Administrative Assistant (Substitute)
<b>Department</b>	Human Resources - Administration (Dist-014-000)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Dec. 21, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff Other Administrative Categories
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

The assignment may be at Irvine Valley College, Saddleback College, or District Services. 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.

This position is a short-term, hourly, non-bargaining unit position, not to exceed 160 days per Fiscal Year. 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. This position is open until filled or withdrawn.

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

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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 applying for or inquiring about this job announcement.

**Contact**