

Office Assistant/ Receptionist (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=151812>

Downloaded On: May. 11, 2021 2:44am

Posted Dec. 21, 2020, set to expire May 14, 2021

Job Title	Office Assistant/ Receptionist (Substitute)
Department	Human Resources - Administration (Dist-014-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Dec. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Human Resources Administrative Support/Services
Apply Online Here	https://jobs.socccd.edu/postings/10664
Apply By Email	
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 This position is open until filled or withdrawn.



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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

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

Contact