

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

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Posted Jan. 21, 2021, set to expire May 23, 2021

Job Title	Administrative Assistant, Categorical (One or More Positions) (Lateral and External)
Department	Administration (IVC-036-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Jan. 21, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Administrative Support/Services
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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



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applying for or inquiring about this job announcement.

Contact

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