

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

Direct Link: <https://www.AcademicKeys.com/r?job=160521>

Downloaded On: Sep. 21, 2021 6:25am

Posted Jun. 11, 2021, set to expire Oct. 11, 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	Jun. 11, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Administrative Support/Services
Apply Online Here	https://jobs.socccd.edu/postings/11377

Apply By Email

Job Description

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, temporary, Non-Bargaining Unit assignment, not to exceed 160 days. The assignment is on an as needed basis, and may be shortened or extended.

This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.



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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