

Sr. Administrative Assistant (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=160524>

Downloaded On: Sep. 20, 2021 8:03am

Posted Jun. 11, 2021, set to expire Oct. 11, 2021

Job Title	Sr. Administrative Assistant (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	Other Administrative Categories
Academic Field(s)	Student Services Human Resources Administrative Support/Services
Apply Online Here	https://jobs.socccd.edu/postings/11375

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This recruitment will remain open until filled or withdrawn.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 direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

Contact Information

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

Contact