

**Administrative Assistant (Substitute)  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=160528>

Downloaded On: Sep. 21, 2021 6:20am

Posted Jun. 11, 2021, set to expire Oct. 11, 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>	Jun. 11, 2021
<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>	Student Services Human Resources Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://jobs.socccd.edu/postings/11373">https://jobs.socccd.edu/postings/11373</a>

**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This recruitment will remain open until filled or withdrawn.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

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regarding the status of your application.

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**

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

**Contact**