

Applications Specialist I
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=205227>

Downloaded On: Sep. 29, 2023 2:58am

Posted Feb. 8, 2023, set to expire Jan. 29, 2024

Job Title	Applications Specialist I
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Feb. 8, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Applications-Specialist-I_REQ10701
Apply By Email	
Job Description	

Title:

Applications Specialist I

Job Category:

CSEA

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Job Opening Date:

February 07, 2023

Job Closing Date:

Location:

Irvine Valley College

Work Location:

Irvine, CA

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:

Monthly

Work Days:



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Monday-Friday

Work Hours:

Mon-Thur 11am to 8pm, Fri 9am to 6pm (Schedule and Shift are subject to change in accordance with the department needs.)

Hours Per Week:

40

Percentage of Employment:

100

Months of Employment:

12

Salary:

C.S.E.A. Classified Bargaining Unit Salary Schedule, Range 134. Starting Salary at \$6,412 per month, plus shift differential.

Required Documents:

Cover Letter and Resume

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Job Description:

C.S.E.A. Classified Bargaining Unit Salary Schedule, Range 124.

Initial Screening Date: March 1, 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction from the appropriate operating unit manager, provides software application support and assistance to students, faculty and staff for routine desktop usage and online distance education course management and technology; assists in the creation of web-based or online courses; and provides specialized training classes for faculty and staff for web-based and online software applications.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Applications Specialist series. Employees at the I level have a sound understanding of a variety of software applications but are not expected to work with the same level of independence as those at the II level and are assigned projects with less complexity.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to

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address business needs and changing business practices.

Support the distance education course management system; develop user navigational guides and visual standards; recommend on line instructional formats for faculty.

Provide support to users of software systems licensed by the District for use by students, faculty and staff; troubleshoot and analyze technical problems; facilitate the transfer of information between users and all levels of technical staff; maintain confidentiality on secure and/or sensitive information.

Conduct training on software applications, including group training modules, single - topic workshops, open labs, on-line tutorials, and one-on-one advising; design and develop customized teaching materials and programs; instruct faculty, staff and administrators on specific web site policy, accessibility and content..

Participate in the development of end user documentation from a variety of sources including technical manuals, user documents, originally authored materials, technical staff and user staff; maintain library of systems documentation for disseminating information about processes and data.

Provide problem-solving resources to users through research, analysis and consultation with users, technical staff, managers and vendors.

Perform testing of software; provide feedback to software development staff regarding user interface issues; recommend and coordinate desktop standards, policy changes and new application standards with appropriate staff.

Maintain user accounts for students and faculty to access the District's intranet web page; provide training and instruction for web site use; support all modules within the portal for all levels within the organization; troubleshoot technical problems as necessary.

Provide support in the development of faculty web sites; collaborate with appropriate staff on the implementation of applications, policies and access changes.

Perform related duties as required.

QUALIFICATIONS

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

General understanding of computers and applications software.

Software applications and related concepts.

Principles and practices used in troubleshooting various software application problems.

Methods and techniques of providing training to faculty and staff on software applications.

Principles used in the design of training materials and programs.

Office automation practice and procedures.

Ability to:

Analyze, troubleshoot and apply problem solving skills to technical problems.

Provide support in the creation of web-based or online courses.

Effectively present training on software applications.

Develop end user documentation from a variety of sources.

Test new software applications and recommend modifications as necessary.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work cooperatively with other departments, faculty and staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.



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EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to one year of college level course work in computer science, information systems, application programming or a related field.

Experience:

One year of experience using a variety of software applications; experience providing training or user support is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment

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requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. Beginning January 8, 2022, all employees and volunteers must be fully vaccinated (as defined by the Centers for Disease Control) against COVID-19 unless approved as exempt due to a verified disability/medical condition or sincerely held religious belief (as defined in federal or state laws and regulations). More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts



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employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrintodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving,



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equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Important: You must make sure that you have completed your **application** for a **posting** by **11:59 p.m.**, Pacific Time, on the posting's Job Close Date, along with any **required documents**, in order to be considered for the position.

Applicants must complete all fields/sections on the application. Do not type "See Resume" or leave any fields blank. Applicants must enter their work experience, education, etc. on the District application. Applications reflecting "See Resume" will be considered incomplete and will not be considered for recruitment.

Contact Information

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

Contact