

**Administrative Assistant III**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243473>

Downloaded On: Aug. 31, 2024 10:15pm

Posted Aug. 21, 2024, set to expire Sep. 3, 2024

<b>Job Title</b>	Administrative Assistant III
<b>Department</b>	Student Services
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Aug. 21, 2024
<b>Application Deadline</b>	09/03/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5555746">https://apptrkr.com/5555746</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Assistant III**

**San Diego Community College District**

**Closing Date:** 9/3/2024

**Position Number:** 001720

**Location:** Continuing Education

**Position Type:**

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**The Position:**

Posting Details (Default Section)

Closing Date: 09/03/2024 Open Until Filled No Classification Title Administrative Assistant III Working Title Recruitment Limits Location Continuing Education Pay Information Range 18 (\$5,338.39-\$5,918.77) per month based on the 2024 Classified salary schedule. New employees will begin on Step I (\$5,338.39). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 months Position Number: 001720 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 18 Department Student Services The Position Applications are currently being accepted for Administrative Assistant III in the Administrative Office located at Cesar Chavez Campus. Operational hours may be between 8:00am - 7:00pm (8am-4:30pm or 10:30am-7pm), Monday - Thursday and 8:00am - 4:30pm, Friday (40 hours/week). Selected candidate must be willing to adjust work days/hours based, on the department's needs.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support

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Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement>

You Belong: <https://sdcce.edu/organization/you-belong>

President's Office: <https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- Experience maintaining records and preparing reports.
- Ability to analyze and resolve difficult situations.
- Clear verbal and written communication skills.
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations.
- Meet schedules and time lines.
- Ability to establish and maintain effective working relationships with others.
- Exercise independent judgement in assigned areas of responsibility.
- Use computer applications, including word processing, spreadsheets, and databases.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to

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and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) references listed within the application.

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services

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located at the District Administrative Offices.

**EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01692

**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

- Experience maintaining records and preparing reports.
- Ability to analyze and resolve difficult situations.
- Clear verbal and written communication skills.
- Learn and interpret specific rules, laws, and policies and apply them in a variety of procedural situations.
- Meet schedules and time lines.
- Ability to establish and maintain effective working relationships with others.
- Exercise independent judgement in assigned areas of responsibility.
- Use computer applications, including word processing, spreadsheets, and databases.

**Licenses:**

**Pay Information:**



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**To apply, visit:** <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### Contact Information

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

### Contact

Student Services  
San Diego Community College District