

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244129>

Downloaded On: Sep. 13, 2024 4:21pm

Posted Sep. 3, 2024, set to expire Sep. 30, 2024

Job Title	Administrative Technician
Department	Administrative/Personnel Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 3, 2024
Application Deadline	09/30/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

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Administrative Technician

San Diego Community College District

Closing Date: 9/30/2024

Position Number: 00120155

Location: San Diego City College

Position Type:

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Classified

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 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 included within the online application.
5. Letter of Interest (Optional).
6. Licenses/Certificates/Credentials (Optional).

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.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

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- 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**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services 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: CL01664

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

- Applicable sections of California Education Code and other State, local, and federal laws, codes, and regulations.
- Basic accounting, financial, and statistical record-keeping practices.
- Computer applications, including word processing, spreadsheets, and databases.
- District and department/program goals/objectives, policies, procedures, rules and regulations.

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Administrative Technician -

- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles and practices of training and work direction.
- Research procedures, techniques, and principles, including problem solving necessary for the technical aspects of the assigned area.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Conduct research, compile data, and prepare reports.
- Establish and maintain effective working relationships with others.
- Handle situations with initiative and tact.
- Learn, interpret, and apply district policies, procedures, rules, and regulations and applicable State, local, and federal laws, codes, and regulations.
- Maintain confidential records and files.
- Meet schedules and timelines.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Perform a wide variety of difficult and specialized clerical and technical work in the operation of an assigned program.
- Plan and organize work.
- Technical and administrative liaison for department/program assigned.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience: Any combination of training and experience equivalent to graduation from



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high school and three years of increasingly responsible clerical or support experience, including some experience in training and providing work direction to others and research of a particular and targeted area.

Licenses:

Pay Information:

Range 22 (\$5,543.90-\$6,603.50) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,543.90). 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.

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

Administrative/Personnel Services
San Diego Community College District

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