

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245468>

Downloaded On: Sep. 26, 2024 11:38pm

Posted Sep. 19, 2024, set to expire Oct. 6, 2024

Job Title	Administrative Technician
Department	Vice President Instruction
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 19, 2024
Application Deadline	10/06/2024
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: 10/6/2024

Position Number: 00120174

Location: San Diego Miramar College

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Closing Date: 10/06/2024

Open Until Filled: No

Classification Title: Administrative Technician

Working Title: Administrative Technician

Location: San Diego Miramar College

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.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 Months

Position Number: 00120174

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 22

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Department: Vice President Instruction

The Position

San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Administrative Technician/VP of Instruction Office. The Vice President of Instruction and Staff work collaboratively with other administrators, faculty, and staff across the campus community on class schedule development, curriculum processing, catalog preparation, and a variety of analytical reports for the Instructional Division.

Miramar College, a leader in providing student access and success, seeks candidates who are motivated by serving students in a college community and are committed to diversity, equity, and inclusion (DEI).

We are a fast-growing and innovative college with a freshly adopted focus on diversity, equity, and inclusion as we move into a new era. Recently designated as an emerging Minority Serving Institution (MSI) the College is committed to helping students access higher education and achieve success inside and outside the classroom.

The College is located in the Mira Mesa/Scripps Ranch area of San Diego and is one of four colleges/centers in the San Diego Community College District. Our [student population](#) of 14,193 [African American (5%), Native American (<1%), Asian (14%), Filipino (7%), Latinx (30%), Multiple Ethnicities (8%), Pacific Islander (1%), White (32%), Unreported (2%)], is reflective of the diverse community we serve.

In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve [historically marginalized and minoritized populations](#). We strongly encourage candidates who possess the experience for the position, and who are student-centered and continue to demonstrate a commitment to diversity, equity, and inclusion (DEI) to best serve our student population.

Those who join our team at San Diego Miramar College can expect to be part of an inclusive, innovative, and equity-focused community that promotes broad collaboration among faculty, classified professionals, administration, students, and community and industry partners. We are proud of our commitment to create a socially just and responsive culture, host ethnically diverse speakers, and support various equity-focused professional development opportunities. Our college strives to ensure

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that students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color and disproportionately impacted students.

In fact, the college's commitment to diversity, equity, and inclusion is encapsulated by our newly adopted Strategic Goal #5:

Miramar College Strategic Goal #5

Diversity, Equity, and Inclusion (DEI) - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

Strategic Direction 1- Systematically update college processes, programs, and practices within a comprehensive equity framework for equity-minded practices in the workplace, the classroom, and support programs/services.

Strategic Direction 2- Establish comprehensive professional development for the campus community to increase capacity around and engage in equity, diversity, inclusion, social justice, and anti-racism.

Strategic Direction 3-Systematically review, develop and incorporate equity-minded practices in: 1) culturally responsive instructional pedagogy, 2) student-centered services, and 3) recruitment, screening, and retention of employees.

Applicants can review Miramar College's full strategic plan on Miramar College's:

https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf

Applications are currently being accepted for Administrative Technician in the Vice President of Instruction's Office, located at Miramar College. Hours are M-F, 40 hours a week. Schedule may include evening hours. Selected candidate must be willing to adjust work days/hours based on the department's needs.

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

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- Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.
- Research procedures, techniques, and principles, including problem solving necessary for the technical aspects of the assigned area.
- Compile and Analyze Data and prepare reports.
- Handle situations with initiative and tact.
- Learn, interpret, apply policies, rules and regulations.
- Plan and organize work and meet timelines.
- Work independently with little direction.

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: San Diego Miramar College is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

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 the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Letter of Interest;
4. Resume;
5. Three professional references (included as part of the application; one of which to be a

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Current Supervisor); AND,

6. Please list the computer software programs you use, including Microsoft Office software and database systems, the purposes for which you use it, and rate your proficiency (beginner, intermediate or advanced user) on each. Upload TABLE using the "Computer Table 1" document type.

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:

- 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 19 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Office.

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](#)

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website for further 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: CL01709

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.
- Research procedures, techniques, and principles, including problem solving necessary for the technical aspects of the assigned area.
- Compile and Analyze Data and prepare reports.
- Handle situations with initiative and tact.
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Licenses:

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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

Vice President Instruction
San Diego Community College District

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