

Stock Assistant
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248970>

Downloaded On: Jun. 6, 2025 5:51pm

Posted Nov. 18, 2024, set to expire Jul. 1, 2025

Job Title Stock Assistant
Department District Wide
Institution San Diego Community College District
San Diego, California

Date Posted Nov. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Apply By Email

Job Description

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Stock Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

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The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Stock Assistant

Location: District Wide

Pay Information

Click [here](#) for the hourly pay rate.

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

Bargaining Unit: OPS-NANCE

Range: (na)

Department: District Wide

The Position

Under the direction of a supervisor or manager, receive, store, issue, and ship supplies and equipment in District stores, bookstore, and warehouse or maintenance operations; enter data into computer inventory and accounting system software.

Major Responsibilities

TYPICAL DUTIES INCLUDE:

- Receive books, supplies, equipment, and materials.
- Pick up and deliver items to and from departments and vendors.
- Assist in conducting stockroom inventory.
- Operate a variety of vehicles and equipment, including pickups, delivery carts, and forklifts.
- Operate standard office machines and equipment, including computer hardware and software to enter and extract information and data.
- Prepare bills of lading, delivery slips, and packing slips for return of books or supplies.

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- Respond to requests for services and information.
- Explain rules, regulations, policies, and procedures.
- Maintain files and records.

Qualifications

Knowledge of modern storekeeping methods and practices; inventory and quality control; record-keeping techniques; computer applications, including word processing, spreadsheets, and databases; and terminology and procedures of assigned area. Ability to operate a variety of vehicles and equipment, including pickups, delivery carts, and forklifts; operate standard office machines and equipment, including computer hardware and software; make simple arithmetic calculations; understand and follow oral and written directions; establish and maintain effective working relationships; and perform moderate physical labor. Experience in a receiving or warehouse operation.

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. Working Conditions Varies upon assignment.

Conditions of Employment:

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

- 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); AND
- Present original documents for proof of eligibility to work in the United States.

Posting Number NC00356

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Desired Qualifications:

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

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Contact Information

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

Contact

District Wide

San Diego Community College District

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