

Student Aide I
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252989>

Downloaded On: Jun. 6, 2025 5:50pm

Posted Feb. 12, 2025, set to expire Jul. 1, 2025

Job Title Student Aide I
Department District Wide
Institution San Diego Community College District
San Diego, California

Date Posted Feb. 12, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services
Student Services

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Job Description

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Location: District Wide

Position Type:

The Position:

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Posting Details (Default Section)

Closing Date: Open Until Filled Yes Classification Title Student Aide I Working Title Recruitment Limits
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 AFT - NANCE Range (na) Department District Wide The Position FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical work including typing, filing and posting information on records; answer the telephone; assemble, collate and staple material; receive, sort and distribute mail, operate copier and other duties as assigned.

Major Responsibilities REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of modern office practices, procedures and equipment. Ability to perform routine clerical duties including the ability to spell correctly, use correct grammar and make basic arithmetical calculations; understand and follow oral and written directions, work cooperatively with others and meet the public with courtesy and tact.

Special Instructions to Applicants: 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 NC00329

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of modern office practices, procedures and equipment. Ability to perform routine clerical duties including the ability to spell correctly, use correct grammar and make basic arithmetical calculations; understand and follow oral and written directions, work cooperatively with others and meet the public with courtesy and tact.

Qualifications:

TYPICAL DUTIES INCLUDE: Perform a variety of general clerical work including typing, filing and posting information on records. Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs. Operate standard office equipment. Answer telephones,

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direct calls, and take messages. Receive, open, sort, and route mail. Manage calendars and set appointments. Duplicate, assemble, collate and staple materials. Maintain files and records.

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.

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.

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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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