

**Administrative Technician  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257313>

Downloaded On: May. 23, 2025 3:30am

Posted May 22, 2025, set to expire Jun. 4, 2025

**Job Title** Administrative Technician  
**Department** Facilities  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** May 22, 2025

**Application Deadline** 06/04/2025

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

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**Apply By Email**

**Job Description**

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**Administrative Technician**

**San Diego Community College District**

**Closing Date:** 6/4/2025

**Position Number:** 00120616 00120617

**Location:** District

**Position Type:**

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**The Position:**

Posting Details (Default Section)

Closing Date: 06/04/2025 Open Until Filled No Classification Title Administrative Technician Working Title Administrative Technician Recruitment Limits Location District Pay Information Range 22 (\$5,543.90 - \$6,603.50) per month based on the current [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, salary schedules 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: 00120616 & 00120617 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit Office Technical Range 22 Department Facilities The Position Applications are currently being accepted for Administrative Technician in the District Operations, Enterprise Services, and Facilities, located at Mission Valley Facilities Services. Hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Selected candidate must be willing to adjust work days/hours based on the department's needs.

**This is a restricted position. The position may continue , based upon renewal of funding.** 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 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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to

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Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email. We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Three (3) Professional References.
5. Unofficial Transcript (Optional).
6. Foreign Degree Evaluation (required if applicable).

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**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.
- **This is a restricted position. The position may continue, based upon renewal of funding.**

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**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 CL01780

**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.*

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**Contact Information**

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

**Contact**

Facilities

San Diego Community College District

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