

Student Orientation and Events Assistant (part-time)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258366>

Downloaded On: Aug. 20, 2025 5:00pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

Job Title Student Orientation and Events Assistant (part-time)
Department Student Services
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jun. 17, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff
Classified Staff

Academic Field(s) Student Services
Admissions/Student Records/Registrar

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4973115/student-orientation-and-events-assistant-part-time>

Apply By Email

Job Description

Job Description: [Student Orientation & Events Assistant](#)

CSEA Range 18; Full-time/Non-Exempt; 24 hours per week; 12 months per year

Tentative First Interviews: Week of August 18, 2025 **(Zoom)**

Tentative Second Interviews: Week of August 25, 2025 **(In Person)**

Anticipated Start Date: October 1, 2025

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Application Tips for Success

Additional Resources:

- [About Butte College](#)
- [Relocation Incentive](#)
- [Housing Resources](#)
- [Travel Reimbursement for Interviews](#)

POSITION HIGHLIGHTS:

Are you someone who enjoys creating positive, welcoming experiences for others? The Student Orientation and Events Assistant plays a key role in helping new students feel connected and supported from the start of their college journey.

In this role, you will assist with the planning, coordination, and implementation of events that welcome and engage students across campus. Responsibilities include supporting event setup and logistics, managing materials and resources, providing clear guidance to attendees, and ensuring events run smoothly from start to finish.

Butte College is looking for a detail-oriented and dependable professional with strong organizational and communication skills. The ideal candidate thrives in dynamic environments, enjoys working collaboratively, and is committed to fostering a welcoming atmosphere for all students.

If you're looking for a meaningful on-campus role where you can build skills, meet new people, and contribute to a welcoming campus culture—this opportunity is for you!

The work schedule is Monday through Thursday, 7:30 a.m. to 2:00 p.m. Evening and weekend availability may occasionally be required depending on event schedules.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

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Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE:

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.
- **Foreign Transcripts:** If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website](#).
- **Equivalency:** If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job

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requirements will not preclude the applicant from being hired.

2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please review the [Fringe Benefit Summary](#).

Benefits are pro-rated for less than full-time employees.

Summary of Leaves and Accruals

MSC (Management, Supervisory & Confidential)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation - 15.34 hours per month (maximum accrual 400 hours)

Personal Business - 8 hours

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Community Service - 3 days**

Sabbatical**

Travel and Conference**

CSEA (Classified Staff) and BCPOA (College Police Officers)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation (maximum accrual 400 hours)

- 0 to 5 years - 88 hours
- 6 to 10 years - 128 hours
- 11 to 14 years - 168 hours
- 15+ years - 184 hours

Personal Business - 8 hours

Community Service - 3 days**

Travel and Conference**

Optional Leave Conversion**

BCEA (Full-time Faculty)

Sick Leave - 8 hours per month; accrues indefinitely

Banked Leave **

Job Sharing **

Reduced Workload **

Sabbatical **

*** Require prior approval and must meet certain criteria*

Contact Information

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

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Contact

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