

Support Center Representative (2 Positions, 1 Full-Time &
1 Part-Time)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268423>

Downloaded On: Nov. 18, 2025 3:07pm

Posted Nov. 18, 2025, set to expire Apr. 28, 2026

Job Title Support Center Representative (2 Positions, 1 Full-Time & 1 Part-Time)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Nov. 18, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Student Services
Administrative Support/Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5140274/support-center-representative-2-positions-1-full-time-1-part-time>

Apply By Email

Job Description

POSITION HIGHLIGHTS

Our Support Center Representatives are committed to providing excellent customer service and representing Butte College in a positive and professional manner within a call center setting. The mission of the Support Center is to provide quality support to students, faculty, staff, and the public, by answering questions and delivering accurate information regarding enrollment, registration, and other campus services and resources. The Support Center is located on the main campus, is staffed with both part-time and full-time employees, and has a dedicated Spanish line. The Support Center has a team-oriented approach to assisting our diverse student, faculty, staff, and community members.

Support Center Representative (2 Positions, 1 Full-Time & 1 Part-Time)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268423>

Downloaded On: Nov. 18, 2025 3:07pm

Posted Nov. 18, 2025, set to expire Apr. 28, 2026

Work Schedule

Position One: This position will work Monday through Thursday 7:30 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 12:00 p.m. Summer hours will be Monday - Thursday 7:00 a.m. - 5:00 p.m.

Position Two: This position will work Tuesday and Thursday 8:30 a.m. - 5:00 p.m., Wednesday 8:30 a.m. - 12:30 p.m. and Friday 8 a.m. - 12 p.m. Summer hours will be Tuesday - Thursday 8:30 a.m. - 5 p.m.

Minimum Qualifications

- Graduation from high school, GED, or equivalent*; AND
- One (1) year of increasingly responsible experience closely related to the duties and responsibilities of this class.

*High School education equivalency equals an adult education diploma or four (4) years of full-time paid work experience.

Diversity Qualifications

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 complete and submit an online application with all required attachments to move forward. All fields within the application should be completely and thoroughly filled out. Do not skip application fields by inputting "see resume."

Required Attachments

- **Resume or Vita:** Attach a resume that aligns with the information provided in your application.
- **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.

PRE-EMPLOYMENT REQUIREMENTS

- 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 requirements will not preclude the

Support Center Representative (2 Positions, 1 Full-Time & 1 Part-Time)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268423>

Downloaded On: Nov. 18, 2025 3:07pm

Posted Nov. 18, 2025, set to expire Apr. 28, 2026

applicant from being hired.

- 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.
- 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.

ADDITIONAL RESOURCES FOR APPLICANTS

Application Tips for Success

For helpful tips and guidance on navigating our application submission and recruitment process, please refer to the document below.

- [Application Tips for Success](#)

Travel and Relocation Accommodations

For candidates traveling more than 80 miles to attend an onsite interview at Butte College, you may be eligible for travel reimbursement. And if hired, consider our relocation incentives below.

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

Support Center Representative (2 Positions, 1 Full-Time &
1 Part-Time)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268423>

Downloaded On: Nov. 18, 2025 3:07pm

Posted Nov. 18, 2025, set to expire Apr. 28, 2026

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

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. For more information please review the [Fringe Benefit Summary](#).

Contact Information

Support Center Representative (2 Positions, 1 Full-Time &
1 Part-Time)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268423>

Downloaded On: Nov. 18, 2025 3:07pm

Posted Nov. 18, 2025, set to expire Apr. 28, 2026

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

Contact

,