

Project Specialist (Short-term)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268539>

Downloaded On: Dec. 4, 2025 12:41pm

Posted Dec. 4, 2025, set to expire Mar. 21, 2026

Job Title Project Specialist (Short-term)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 4, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services
Student Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5146152/project-specialist-short-term>

Apply By Email

Job Description

DESCRIPTION

Provide assistance to students and members of public at Student Activities Center (SAC); assist in clerical duties to support the Associated Students of IVC (ASIVC) and Inter-Club Council (ICC); and support tasks related to student engagement and belonging initiatives.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Project Specialist (Short-term)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268539>

Downloaded On: Dec. 4, 2025 12:41pm

Posted Dec. 4, 2025, set to expire Mar. 21, 2026

Serve as receptionist for assigned area; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.

Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.

Type, word process, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.

Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.

Access student files on computer terminal; input corrections such as status, address, and course changes.

Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; compile information and data for statistical and financial reports; check and tabulate data.

Receive, sort, and distribute incoming and outgoing correspondence.

Present program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.

May prepare a variety of documents for publications and marketing pieces including brochures, flyers, event programs, and related materials.

Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.

Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities with others.

Schedule and prepare for a variety of meetings; prepare and distribute agendas; make arrangements for facility usage; attend meetings related to assigned division; take and prepare minutes as assigned; disseminate information as appropriate.

Utilize various computer applications and software packages; maintain and generate reports from a database or network system.

Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned

Project Specialist (Short-term)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268539>

Downloaded On: Dec. 4, 2025 12:41pm

Posted Dec. 4, 2025, set to expire Mar. 21, 2026

within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic principles of business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn the methods and standards used in processing College paperwork.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff or the public.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Project Specialist (Short-term)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268539>

Downloaded On: Dec. 4, 2025 12:41pm

Posted Dec. 4, 2025, set to expire Mar. 21, 2026

Establish and maintain effective working relationships with those contacted in the course of work.

Contact Information

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

Contact

,