

Temporary / Clerical Staff  
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222217>

Downloaded On: May. 9, 2024 6:07am

Posted Sep. 26, 2023, set to expire May 22, 2024

**Job Title** Temporary / Clerical Staff  
**Department** Temporary / Clerical Staff  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Sep. 26, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

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

**Apply Online Here** <https://apptrkr.com/4633418>

**Apply By Email**

**Job Description**

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Temporary / Clerical Staff

San Jose/Evergreen Community College District

**Close/First Review Date:**

**Campus Location:** District-wide

**Position Description:**

Applications for temporary, short-term classified positions are continually accepted on an as needed basis.

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Should you be invited for an interview, you will be contacted by a department representative.

The assignment may include day, evening and weekend responsibilities.

**Required Qualifications:**

Minimum qualifications will vary depending on the position.

**SJECCD Classified Job Descriptions**

<http://www.sjeccd.edu/HumanResources/Pages/Classified.aspx>

**Desired Qualifications:**

1. Bilingual abilities, desirable.

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

**Salary Range:**

Hourly rate will vary depending on the position.

**Benefits:**

Not Applicable

**To be considered for this position please visit our web site and apply on line at the following link:** <https://sjeccd.peopleadmin.com/>

**About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing

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our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

### Contact Information

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

### Contact

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