

Student Services Assistant-Chico Center (Part-time) (2
positions)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=233511>

Downloaded On: May. 9, 2024 1:41pm

Posted Mar. 26, 2024, set to expire Jul. 26, 2024

Job Title Student Services Assistant-Chico Center (Part-time) (2 positions)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Mar. 26, 2024

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Classified Staff

Academic Student Services

Field(s)

Student Services

Job Website <https://www.schooljobs.com/careers/buttecc/index/jobs/4384837/student-services-assistant-chico-center-part-time-2-positions>

Apply By Email

Job Description

POSITION HIGHLIGHTS:

This Student Services Assistant position serves as a first point of contact for students, staff, and faculty at the Chico Center. This role requires independent judgment, multi-tasking skills, and the ability to work collaboratively with team members. This individual will need to use their knowledge of various Instructional and Student Services standards and practices to successfully perform a variety of duties in support of students, staff, and faculty.

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The work schedule for one position will be Monday through Thursday 10 a.m. to 2 p.m. and Friday 8 a.m. to 12 a.m. The work schedule for the second position will be Monday through Thursday 4:30 p.m. to 9:30 p.m.

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.

Contact Information

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

Contact

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