

Project Assistant
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=225272>

Downloaded On: May. 9, 2024 1:55pm

Posted Nov. 8, 2023, set to expire Jun. 30, 2024

Job Title Project Assistant
Department Administrative
Institution San Diego Community College District
San Diego, California

Date Posted Nov. 8, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Project Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

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The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Project Assistant

Location: District Wide

Pay Information

Click [here](#) for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

Bargaining Unit: AFT - NANCE

Range: (na)

Department: District Wide

The Position

FUNCTION:

Under the direction of an assigned supervisor, assist in the preparation, implementation and evaluation of a specific project; coordinate project activities.

Click [here](#) for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; basic research methods; report writing techniques; record-keeping techniques; and organizational and analytical ability. Ability to maintain records and prepare reports, communicate effectively both orally and in writing, and establish and maintain effective working

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relationships with others. Graduation from an accredited college or university with a major in business or public administration or closely related field.

Qualifications

TYPICAL DUTIES INCLUDE:

- Assist in the preparation, implementation, and evaluation of the assigned project.
- Assist in project coordination with staff, students and the community.
- Provide liaison with community groups to encourage understanding, cooperation, participation and support of project objectives.
- Assist in the development, preparation, assembly, and distribution of informational materials.
- Perform research, compile data and prepare technical and/or statistical reports.
- Prepare correspondence and other materials.
- Design, develop, and maintain specialized database(s); maintain complex recordkeeping systems.
- Maintain calendars; schedule and confirm appointments.

Desired Qualifications

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions: Varies upon assignment

Special Instructions to Applicants:

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

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Posting Number: NC00319

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; basic research methods; report writing techniques; record-keeping techniques; and organizational and analytical ability. Ability to maintain records and prepare reports, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Graduation from an accredited college or university with a major in business or public administration or closely related field.

Qualifications:

TYPICAL DUTIES INCLUDE: Assist in the preparation, implementation, and evaluation of the assigned project. Assist in project coordination with staff, students and the community. Provide liaison with community groups to encourage understanding, cooperation, participation and support of project objectives. Assist in the development, preparation, assembly, and distribution of informational materials. Perform research, compile data and prepare technical and/or statistical reports. Prepare correspondence and other materials. Design, develop, and maintain specialized database(s); maintain complex recordkeeping systems. Maintain calendars; schedule and confirm appointments.

Desired Qualifications:

Licenses:

Pay Information:

Click [here](#) for the hourly pay rate.

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic

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backgrounds of community college students and staff.

Contact Information

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

Contact

Administrative
San Diego Community College District

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