

Support Services Assistant
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238237>

Downloaded On: Jun. 30, 2024 10:19am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

Job Title Support Services Assistant
Department School of Continuing Education
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Jun. 27, 2024

Application Deadline 07/08/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Support Services Assistant

Rancho Santiago Community College District

Salary Range: Grade 11: \$58,942.95 - \$75,279.16/year

Job Type: Full Time

Job Number: CL24-00932

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Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 7/8/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision, provides responsible support involving the coordination of diverse functions into a cohesive program or service; edit and update college catalog; compile and maintain curriculum database, class schedule; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Coordinate, organize, edit and maintain college catalog, curriculum database and class schedules; provides data entry of courses into software programs; assists supervisor in reporting and research activities; review and verify state and district curriculum policies and procedures related to the curriculum processes; reviews and processes a variety of documents and records relating to assigned function; prepares agendas, calendars, reports, correspondence, and statistical records; ensures required approvals and proper processing of preliminary and final documents; coordinates scheduling with District support systems; may lead and coordinate the work of clerical assistants.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated manager/administrator, may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

KNOWLEDGE AND ABILITIES

Good Knowledge of: The principles of record keeping and the ability to devise record keeping and reporting systems; college and district policies for support area assigned; support systems (e.g., scheduling, print shop, media services, computer center); various reports and statistics required by the college and state; information technology procedures, terminology and operations; procedures for programs and course approval; office methods, procedures and equipment, including automated equipment; basic research and data collection methods. Ability to: coordinate and organize a wide variety of material from many different sources; plan, organize and complete assignments with a minimum of supervisory direction; plan and organize work to meet deadlines; perform technical work in assigned areas including operation of automated equipment; work cooperatively with a variety of people in all levels of responsibility and authority.

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Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience High School diploma or GED and any combination of training, education and/or experience equivalent to 3 years of progressively responsible experience in complex support to management involving some independent responsibility.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training

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- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.

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3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4541880/support-services-assistant>

Contact Information

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

Contact

School of Continuing Education
Rancho Santiago Community College District

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