

Contracts Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247104>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 15, 2024, set to expire Feb. 14, 2025

Job Title Contracts Specialist

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 15, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Accounting & Finance

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4693594/contracts-specialist>

Apply By Email

Job Description

Contracts Specialist

Salary

\$6,254.00 - \$8,846.00 Monthly

Location

District Services - Mission Viejo, CA

Job Type

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DS - Staff (Full-Time)

Job Number

202400129

Office, Division, or School

DS - Procurement, Central Services, and Risk Management

Department or Operating Unit

DS - Purchasing and Contracts

Opening Date

10/14/2024

- [Description](#)
- [Benefits](#)
- [Questions](#)

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from

Contact Information

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

Contact