

Student Aide I
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252989>

Downloaded On: Apr. 22, 2025 7:47pm

Posted Feb. 12, 2025, set to expire Jul. 1, 2025

Job Title	Student Aide I
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Feb. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
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Job Description

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Student Aide I

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: Student Aide I

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, perform a variety of general clerical work including typing, filing and posting information on records; answer the telephone; assemble, collate and staple material; receive, sort and distribute mail, operate copier and other duties as assigned.

Major Responsibilities

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of modern office practices, procedures and equipment. Ability to perform routine clerical duties including the ability to spell correctly, use correct grammar and make basic arithmetical calculations; understand and follow oral and written directions, work cooperatively with others and meet the public with courtesy and tact.

Qualifications

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TYPICAL DUTIES INCLUDE:

- Perform a variety of general clerical work including typing, filing and posting information on records.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Operate standard office equipment.
- Answer telephones, direct calls, and take messages.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate and staple materials.
- Maintain files and records.

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.

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.

Posting Number: NC00329

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

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Qualifications:

TYPICAL DUTIES INCLUDE:

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- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate and staple materials.
- Maintain files and records.

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 backgrounds of community college students and staff.

Contact Information



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

Contact

District Wide

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