

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253036>

Downloaded On: Feb. 22, 2025 12:34pm

Posted Feb. 13, 2025, set to expire Mar. 7, 2025

Job Title	Administrative Technician
Department	Instruction
Institution	San Diego Community College District San Diego, California
Date Posted	Feb. 13, 2025
Application Deadline	03/07/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Administrative Technician

San Diego Community College District

Closing Date: 3/7/2025

Position Number: 00120550

Location: San Diego Mesa College

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 03/07/2025 Open Until Filled No Classification Title Administrative Technician Working Title Administrative Technician Recruitment Limits Location San Diego Mesa College Pay Information Range 22 (\$4,136.95 - \$6,603.50) per month based on the current [Classified salary schedule](#). New employees will begin on Step G (\$5,543.90). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks, salary schedules and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120550 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department Instruction The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students. As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state of the art facilities, and a world-class faculty and staff.

For 61 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree. We embrace the mission of community colleges and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

We are adding new staff, faculty and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Administrative Technician in the Dean of Instruction Office, located at San Diego Mesa College. Hours are Monday through Friday, 8:00am to 4:30pm.

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Selected candidate must be willing to adjust work days/hours based on the department's needs.

Duties include but are not limited to:

- Provide administrative support to the Dean of Instruction.
- Assist in the research, record keeping, reporting, and updating of Dual Enrollment, Enrollment Management, and Pathways projects.
- Assist with compliance of state regulations related to instructional initiatives
- Coordinate meetings, travel and conferences.
- Assist with budget monitoring and reporting including completing purchase orders and requisitions.
- Utilize Outlook, maintain the Dean of Instruction's calendar.
- Assist students, staff, faculty, administrators and the public, via phone, in person, or email, on matters related to the general duties of the Dean of Instruction Office and with detailed information regarding Instructional projects.
- Interpret campus, district, and state policies, procedures, rules and regulations to students, staff, and the public.
- Maintain and distribute Dean of Instruction's electronic materials and information.
- Use various software programs and social media to prepare letters, correspondences, flyers and other print and electronic publications, including providing technical support with proofing and editing text.
- Database management and compile data and information as directed.
- Organize and maintain files for the Dean of Instruction Office.
- Organize and prioritize workload in order to complete projects in a timely manner.
- Train and provide work direction to student aides and hourly workers.
- Other duties as assigned

Please note that an employee may be transferred to any site at the option of the Chancellor.
Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-

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line application. 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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) Professional References.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- 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);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.



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EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01749

Major Responsibilities:

Qualifications:

Desired Qualifications:

Licenses:

Pay Information:

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

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Contact Information

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

Contact

Instruction

San Diego Community College District

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