

**Administrative Support, Levels I-V(Temporary/Pool)**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=255428>

Downloaded On: May. 8, 2025 8:25am

Posted Apr. 7, 2025, set to expire Jun. 30, 2025

**Job Title** Administrative Support, Levels I-V(Temporary/Pool)  
**Department** Vice President, Human Resources Office  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Apr. 7, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6125689>

**Apply By Email**

**Job Description**

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**Administrative Support, Levels I-V(Temporary/Pool)**

**Position Number:** T-009-2024

**Department:** Vice President, Human Resources Office

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):**

**Salary Range:**

**Salary:**

**Shift Differential:**

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**Open Date:** 07/01/2024

**Initial Screening Date:** 06/30/2025

**Open Until Filled:** Yes

**Application Procedure:**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.

**Health & Welfare:**

Persons employed for temporary employment are not eligible to participate in the College's Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

**Basic Function/Overview:**

**Essential Duties/Major Responsibilities:**

1. Provides general administrative support, including preparing correspondence, memoranda, and reports; data entry; performing front desk customer service; receiving and appropriately routing correspondence; and maintaining schedules and records, and filing.
2. Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers.
3. Organizes and maintains various administrative and follow-up files; purges files as required.
4. Assists office staff with projects and programs as assigned.
5. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
6. Other duties as assigned.

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**Other Duties:**

**Knowledge Of:**

**Skills and Abilities:**

**Minimum Qualifications/Education & Experience:**

**Equivalencies:**

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

**Physical Demands:**

**Hazards:**

**Conditions of Employment:**

Notice to all prospective employees - The person holding this position is considered a mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

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As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [\*\*Mt. SAC Annual Security Report.\*\*](#)

The person holding this position is considered a Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

**Foreign Transcripts:**

**Inquiries/Contact:**

For more details about this position, please contact:

Name: Human Resources

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

Phone: (909) 274-4225

**Selection Procedure:**

**Special Instructions to Applicants:**

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

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**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/12799>

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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