

Student Services Assistant, Senior
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255983>

Downloaded On: May. 1, 2025 6:30am

Posted Apr. 22, 2025, set to expire May 5, 2025

Job Title Student Services Assistant, Senior
Department Admissions
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 22, 2025

Application Deadline 05/05/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6152784>

Apply By Email

Job Description

Image not found or type unknown



Student Services Assistant, Senior
San Diego Community College District

Closing Date: 5/5/2025

Position Number: 000086

Location: San Diego Mesa College

Position Type:

Student Services Assistant, Senior San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255983>

Downloaded On: May. 1, 2025 6:30am

Posted Apr. 22, 2025, set to expire May 5, 2025

Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/05/2025 Open Until Filled No Classification Title Student Services Assistant, Senior Working Title Senior Student Services Assistant Recruitment Limits Location San Diego Mesa College Pay Information Range 19 (\$5,474.31 - \$6,069.47) per month based on the current [Classified salary schedule](#). New employees will begin on Step I (\$5,474.31). 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: 000086 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 19 Department Admissions 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 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 two (2) Senior Student Services Assistants in the Admissions Department located at Mesa College. Hours: Position1: Mon-Thu 8:45 - 6:00 & Friday 8:45-

Student Services Assistant, Senior
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255983>

Downloaded On: May. 1, 2025 6:30am

Posted Apr. 22, 2025, set to expire May 5, 2025

1:45 pm; Position 2. M 8 - 5:30, T-TH 8- 5:15 & F 8 -1:45 pm. Summer hours for both positions are Monday-Thursday, 8:00 - 6:30pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

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 Minimum of one year's experience in a student or instructional service area at a college or university. 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 online 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. Resume; AND,
3. References.

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

Student Services Assistant, Senior
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255983>

Downloaded On: May. 1, 2025 6:30am

Posted Apr. 22, 2025, set to expire May 5, 2025

- 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.

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 CL01772

Major Responsibilities:

Qualifications:

Desired Qualifications:

Minimum of one year's experience in a student or instructional service area at a college or university.

Licenses:

Pay Information:

Range 19 (\$5,474.31 - \$6,069.47) per month based on the current [Classified salary schedule](#). New

**Student Services Assistant, Senior
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=255983>

Downloaded On: May. 1, 2025 6:30am

Posted Apr. 22, 2025, set to expire May 5, 2025

employees will begin on Step I (\$5,474.31). 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.

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

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

Contact

Admissions

San Diego Community College District

,