

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258106>

Downloaded On: Jun. 12, 2025 5:26pm

Posted Jun. 10, 2025, set to expire Jun. 30, 2025

Job Title Administrative Technician
Department Business Services
Institution San Diego Community College District
San Diego, California

Date Posted Jun. 10, 2025

Application Deadline 06/30/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Administrative Technician

San Diego Community College District

Closing Date: 6/30/2025

Position Number: 00120130

Location: San Diego Mesa College

Position Type:

Administrative Technician
San Diego Community College District

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 06/30/2025 Open Until Filled No Classification Title Administrative Technician Working Title Administrative Technician Recruitment Limits Location San Diego Mesa College Pay Information Range 22 (\$5,543.90-\$6,603.50) per month based on the [2024 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 [Classified Professionals Bargaining Unit](#). 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 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: 00120130 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department Business Services The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for academic positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and 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, classified professionals, and staff.

For 61 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being a lead California Community College in graduating students with an Advanced Degree for Transfer. 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, classified professionals, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

Applications are currently being accepted for Administrative Technician in the Business Services

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Office, located at San Diego Mesa College. The Business Services Office provides budget and fiscal support for general fund programs, co-Curricular activities, special funds, grants, and contracts. The team supports and monitors all phases of the budget lifecycle, including budget development and control, procurement of equipment and supplies, financial reporting, and a wide range of financial administrative functions. Hours are Monday - Friday, 8:00am - 4:30pm. 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 **Knowledge**

Data and Financial Management

- Principles of data analysis and reporting for operational and financial decision-making
- Accounting, budgeting, and record-keeping practices
- Budget development, fund monitoring, and reconciliation
- Audit procedures and financial/grant compliance
- Intermediate to advanced Microsoft Excel skills (e.g., formulas, pivot tables, visualization)

Software and Systems

- Use of enterprise systems for word processing, spreadsheets, databases, and workflows
- Experience with integrated financial and purchasing systems (e.g., PeopleSoft, QuickBooks)
- Proficiency in Microsoft Office, especially Excel and Word Regulations and Policy
- Knowledge of the California Education Code and related regulations
- Familiarity with state, federal, and local rules affecting college business operations
- Understanding of District policies and department procedures

Administrative and Operational Support

- Business office procedures and customer service principles
- Professional communication, including grammar and writing conventions
- Research methods and administrative problem-solving

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- Purchasing, travel coordination, expense reporting, and payment processing
- Basic training and support for colleagues

Team Collaboration

- Experience working across teams, departments, or agencies
- Strong interpersonal communication and professionalism
- Commitment to equity, inclusion, and collaboration in the workplace

Skills and Abilities

Communication and Collaboration

- Communicate clearly in writing and speech with diverse audiences
- Explain financial or technical topics to non-experts
- Draft professional correspondence and reports
- Coordinate with departments, District offices, and external partners
- Build strong working relationships and support team-based problem-solving

Technical and Analytical

- Conduct research and generate reports
- Develop and monitor budgets and grants
- Review and process purchasing, reimbursements, and vendor payments
- Ensure accuracy, compliance, and attention to detail in administrative tasks
- Perform technical work using data systems and tools

Organizational and Administrative

- Prioritize tasks and manage competing deadlines
- Maintain confidential records with discretion
- Work independently and apply sound judgment
- Interpret policies and procedures
- Provide administrative support and guidance
- Operate standard office equipment and business software

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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;
3. Letter of Interest; AND,
4. Three (3) professional references listed within the online application.

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);
- 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,

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- 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 CL01787

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge

Data and Financial Management

- Principles of data analysis and reporting for operational and financial decision-making
- Accounting, budgeting, and record-keeping practices
- Budget development, fund monitoring, and reconciliation
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- Provide administrative support and guidance
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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

Business Services

San Diego Community College District

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