

**Special Projects Specialist (Short-term)**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261447>

Downloaded On: Aug. 21, 2025 5:40pm

Posted Aug. 21, 2025, set to expire Sep. 5, 2025

**Job Title** Special Projects Specialist (Short-term)  
**Department** Educational Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Aug. 21, 2025

**Application Deadline** 09/05/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

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**Job Description**

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**Rancho Santiago Community College District**

**Salary Range:** Grade 11: \$29.36

**Job Type:**

**Job Number:** CL25-01243

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**Location:** Santa Ana, CA

**Division:** DO Educational Services

**Closing:** 9/5/2025 5:00 PM Pacific

**POSITION DETAILS**

**About Rancho Santiago Community College District**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

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RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

### **About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

### **Class Summary**

Under direction, develops and monitors complex special projects budgets; acts as liaison between

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administrators, project directors, coordinators and district operations to ensure budget expenditure and reporting compliance with state and federal requirements and guidelines; reconciles budget issues as they arise; prepares a variety of budget and personnel transactions requests; responsible for the final production and assembly of grant proposals; conducts research; prepares special reports and correspondence; and maintains auditable records.

### **Representative Duties**

Develop multi-source, multi-year line item expenditure budgets for specially-funded projects, proposals, and departments, gathering necessary data and applying regulations and guidelines from federal and state funded grants; monitors general ledger expenditure reports to assure proper and timely expenditure of funds and submittal of accurate program and fiscal reports; creates and monitors budget and payroll monitoring spreadsheets, as appropriate; assists project administrators and directors on matters concerning special project budgets; works with internal departments and external agencies to resolve budget and expenditure discrepancies; contributes to development of financial reports and end-of-year claims reporting; may monitor district match contributions to specially-funded projects; interprets related regulations and guidelines of accounting principles, California Education Code, California Community Colleges Budget and Accounting Manual, federal requirements, and internal accounting systems and seeks guidance and approvals from external agencies, as needed; assists in assuring compliance with governmental agencies in special projects budget transactions; assists in annual audit, when necessary; prepares material for district Board of Trustees meeting dockets; disseminates information as needed to faculty and staff; assists with the preparation of contracts and detailed funding proposals and interprets complex proposal format requirements; prepares special performance and research reports, as needed; maintains and manages records to audit standards.

### **Organizational Relationships**

This position reports to the designated manager and works closely with many administrators, faculty and staff.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of training, education and experience equivalent to the completion of two years of college with one year of college-level course work in accounting and one year of paid, employment

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experience in program, proposal or contract development and reporting.

### **Knowledge and Abilities**

Knowledge of: Word processing, database, spreadsheet and presentation graphics software; principles and techniques of budgeting; accounting principles and methods; English grammar and report writing; use of the Internet for research.

Ability to: make complex arithmetic calculations; write clear, concise and logical narratives; read, interpret, comprehend and implement governmental and accounting rules, regulations, guidelines, and legislation; interact effectively with others; communicate complex ideas clearly; work independently and collaboratively; work under pressure to meet deadlines; and employ effective organizational skills

### **Additional Qualifications**

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

### **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

#### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience
3. Academic Transcripts (unofficial copies are accepted)

### **Foreign Degrees**

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher

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Credentialing (CTC).

### **Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

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Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

### EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5048042/special-projects-specialist-short-term>

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**Contact Information**

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

**Contact**

Educational Services

Rancho Santiago Community College District

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