

Program Assistant (part-time)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262426>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Oct. 9, 2025

Job Title Program Assistant (part-time)
Department Campus Safety
Institution Citrus Community College
Glendora, California

Date Posted Sep. 12, 2025

Application Deadline 10/09/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6562107>

Apply By Email

Job Description

Program Assistant (part-time)

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Recruitment Start Date 09/10/2025

Recruitment End Date 10/09/2025

Open Until Filled

First Consideration Date

Salary Range 24

Pay Rate \$1,957.50 - \$2,623.24 per month / \$23.05 - \$30.89 an hour

FLSA Status Non-Exempt

Benefits

The District provides prorated vacation, sick leave, and holidays.

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General Description/Summary

Performs routine clerical duties that can be completed in an environment of constant interruptions. Perform receptionist duties for an assigned office. May sort and distribute mail. May answer and direct incoming calls on a multi-line phone system. Receives incoming calls, determines nature of business and directs callers to appropriate destination.

Minimum Qualifications/Education and Experience

MINIMUM QUALIFICATIONS

- A high school diploma, or the equivalent, and two years of clerical/receptionist experience.

Preferred Qualifications

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.
- Prior experience in the safety, security, or law enforcement field.
- Prior radio dispatch experience.

Licenses and Certificates

Essential Duties and Responsibilities

- Performs receptionist duties as assigned.
- Operates a complex multi-line computerized telephone system to receive incoming and facilitate outgoing calls. Takes and routes calls to appropriate departments or staff. Provides routine information to callers.
- Receives, sorts, and distributes incoming mail. Organizes mail.
- Performs clerical duties that can be handled in an environment with constant interruptions.
- May schedule, coordinate, and/or administer tests/interviews.
- Maintains records and filing of documents/data processed for ready information and compiles reports according to defined operating procedures.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

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- Requires a basic knowledge of the operating characteristics of computerized branch exchange systems, including voicemail and call processing procedures, practices, and techniques.
- Requires general working knowledge of office and clerical procedures and equipment including computers utilizing word processing, and a telephone system.
- Requires sufficient math skills to record numerical sequences, sums, averages, and percentages.
- Requires sufficient human relations skill to convey a positive image of the District, to use proper telephone etiquette and explain services to callers, and to respond to in-person inquiries.

Abilities

- Requires the ability to successfully receive and route a large volume of calls per day.
- Requires the ability to operate CBX systems, including those with voice mail and call processing.
- Must have the ability to communicate clearly and accurately under stressful conditions.
- Requires the ability to prepare correspondence on standard formats using personal computer word processing.

Physical Abilities

- Requires the ability to function indoors and outdoors performing work of a moderately active nature.
- Requires sufficient hand-eye coordination to use a computer keyboard at an acceptable rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person and on the telephone, and to hear sound prompts for equipment.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department Campus Safety

Job Category Classified

Assignment Part-Time

Percentage of Time 49%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day Mon-Wed 3 pm - 8 pm and Thu 3:30 pm - 8 pm; shifts may rotate to mornings, contingent on department need.

Work Shift Days, Rotations

Bargaining Unit Classified

Citrus College Diversity Statement

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It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

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- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1285>

Contact Information

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

Contact

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