

**Stock Assistant**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=232496>

Downloaded On: May. 9, 2024 8:37am

Posted Mar. 7, 2024, set to expire Jun. 30, 2024

**Job Title** Stock Assistant  
**Department** District Wide  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Mar. 7, 2024

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

**Job Categories** Professional Staff

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

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**Job Description**

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**Stock Assistant**

**San Diego Community College District**

**Closing Date:**

**Position Number:**

**Location:** District Wide

**Position Type:**

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**The Position:**

Open Until Filled: Yes

Classification Title: Stock Assistant

Location: District Wide

**Pay Information**

Click [here](#) for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option. Bargaining Unit OPS-NANCE Range (na) Department District Wide The Position Under the direction of a supervisor or manager, receive, store, issue, and ship supplies and equipment in District stores, bookstore, and warehouse or maintenance operations; enter data into computer inventory and accounting system software.

**Major Responsibilities**

**TYPICAL DUTIES INCLUDE:**

- Receive books, supplies, equipment, and materials.
- Pick up and deliver items to and from departments and vendors.
- Assist in conducting stockroom inventory.
- Operate a variety of vehicles and equipment, including pickups, delivery carts, and forklifts.
- Operate standard office machines and equipment, including computer hardware and software to enter and extract information and data.
- Prepare bills of lading, delivery slips, and packing slips for return of books or supplies.
- Respond to requests for services and information.
- Explain rules, regulations, policies, and procedures.
- Maintain files and records.

**Qualifications**

Knowledge of modern storekeeping methods and practices; inventory and quality control; record-keeping techniques; computer applications, including word processing, spreadsheets, and databases; and terminology and procedures of assigned area. Ability to operate a variety of vehicles and

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equipment, including pickups, delivery carts, and forklifts; operate standard office machines and equipment, including computer hardware and software; make simple arithmetic calculations; understand and follow oral and written directions; establish and maintain effective working relationships; and perform moderate physical labor. Experience in a receiving or warehouse operation.

**Desired Qualifications**

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. Working Conditions Varies upon assignment.

**Special Instructions to Applicants:**

Conditions of Employment:

**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- 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); AND
- Present original documents for proof of eligibility to work in the United States.

Posting Number: NC00356

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**Desired Qualifications:**

**Licenses:**

**Pay Information:**

Click [here](#) for the hourly pay rate.

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**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**

District Wide

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