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Administrative Secretary (/careers/rsccd/jobs/3117921/administrative-secretary)

Orange, CA

Full Time, 40 hours/week; 12 months/year

Division: Santiago Canyon College Division of Continuing Education

CLASS SUMMARY Under administrative direction – performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrati...



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Administrative Secretary (/careers/rsccd/jobs/3117595/administrative-secretary) New

Santa Ana, CA

Full Time, 40 hours/week; 12 months/year

Division: Human Services and Technology Division

CLASS SUMMARY Under administrative direction – performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrati...



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Administrative Secretary (/careers/rsccd/jobs/3118125/administrative-secretary)

Santa Ana, CA

Full Time, 40 hours/week; 12 months/year

Division: Santa Ana College School of Continuing Education

Department: Academic Administration

CLASS SUMMARY Under administrative direction – performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrati...



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Custodian (/careers/rsccd/jobs/3102464/custodian)

Santa Ana, CA

Full Time/Graveyard Shift, 40 hrs/wk; 12 mos/yr

Division: Administrative Services/SAC

Department: Facilities/Custodial

CLASS SUMMARY Under general supervision – keeps assigned building areas clean, sanitary, safe and orderly; may do some outdoor cleaning of patios, sidewalks and walkways and does related work as required...



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Director, Physical Plant and Facilities (/careers/rsccd/jobs/3118155/director-physical-plant-and-facilities)

New

Santa Ana, CA

Full Time Management

Division: Administrative Services/SAC

Department: Facilities/Maintenance & Operations

CLASS SUMMARY Under administrative direction, this position is responsible for planning, organizing and directing overall facilities programs and maintenance operations on campus and for extension sites. Performs...



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Human Resources Analyst (/careers/rsccd/jobs/3126044/human-resources-analyst) New

Santa Ana, CA

Full Time Confidential

Division: Human Resources and Risk Management

Department: Human Resources

CLASS SUMMARY Under general direction, coordinates, plans, develops, implements and is responsible for conducting the full range of functions associated with the major human resources program areas including e...



Posted 5 days ago | Closes in 3 weeks

Instructional Assistant, DSPS (/careers/rscdd/jobs/3087450/instructional-assistant-dsps) New

Orange, CA

Part Time, Up to 19 hours/week; School Session

Division: Enrollment and Support Services Division/SCC

Department: Disabled Students Programs and Services

CLASS SUMMARY Under general supervision – assists faculty by providing tutorial assistance and other instructional support services; performs related duties as required. REPRESENTATIVE DUTIES Provides tutoria...



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Mail/Warehouse Assistant (/careers/rscdd/jobs/3126619/mail-warehouse-assistant) New

Santa Ana, CA

Full Time, 40 hours/week; 12 months/year

Division: Business Operations & Fiscal Services

Department: District Mailroom Services

CLASS SUMMARY Performs a wide variety of mail services, warehousing and inventory control duties; performs related duties as required. REPRESENTATIVE DUTIES Participates in the operation of a central recei...



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Science Laboratory Coordinator (/careers/rscdd/jobs/3118426/science-laboratory-coordinator)

Santa Ana, CA

Full Time, 40 hours/week; 12 months/year

Division: Science, Mathematics & Health Sciences Division

Department: Chemistry

CLASS SUMMARY Under direction from academic and administrative staff, performs skills technical duties in the operation and maintenance of science laboratories; performs related duties as required. REPRESENTATIV...



Posted 1 week ago | Closes in 2 weeks