



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5380
www.siskiyous.edu/jobs

TEMPORARY POOL

POSITION: **TEMPORARY CLERICAL POOL**

FILING DATE: **APPLICATION MATERIALS ACCEPTED ON AN ONGOING BASIS**

SALARY: **VARIES DEPENDING ON DEPARTMENT AND POSITION**

JOB NUMBER: **2015-01-14**

College of the Siskiyou accepts applications on an on-going basis for a pool of qualified individuals from which to fill occasional, short-term, substitute, and temporary clerical positions. Applications will be kept for one year.

Duties

Assignments will vary depending upon the department in which the temporary person is assigned.

Minimum Qualifications

1. Knowledge of modern office practices and procedures
2. Ability to follow written and oral instructions
3. Courteous telephone skills
4. Knowledge of basic arithmetic functions
5. Knowledge of computer applications. Preferred programs: WORD, Excel, Outlook
6. Sensitivity to and understanding of the diversity found among community college students and staff

Assignments

Positions may be available at both the Weed Campus and the Yreka Campus. Assignments may involve day and evening hours.

Compensation

Occasional, short-term, substitute and temporary classified positions are paid at an hourly rate. Employees hired under these classifications **do not** earn vacation, holiday, or sick leave benefits. Employees are automatically enrolled in the APPLE Retirement Plan.

Selection Process

Applications are screened on an ongoing basis. After interviews, applicants are ranked based on suitability for the position.

Required Documents

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicant requiring reasonable accommodations in completing the application or interview process must notify the Human Resource Office in advance.

College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.