SAN DIEGO CONTINUING EDUCATION

GET TO KNOW YOUR CLASSIFIED STAFF
in the office

The Senior Office Manager provides functional supervision over the Classified Staff in the office at each campus, as well as other Classified attached to certain programs. Office Managers may also issue parking permits for faculty, keys, and other duties related to campus functional administration.

Senior Office Manager

Administrative Staff include Senior Clerical Assistants, Administrative Technicians, and other personnel

Administrative Staff

Student Services Staff include Student Services Assistants, one or more Senior Student Services Assistants, and the Student Services Technician at each campus

Student Services Staff

Instructional Staff include Instructional Support Assistants, Instructional Lab Assistants, and Instructional Lab Technicians who are attached to specific programs

Instructional Staff

Payroll/ TImekeeper

The timekeeper at each campus is responsible for monitoring the submission of timecards and processing payroll

Schedule Preparer

Schedule preparers input course information to ISIS, prepare TAOs, and assist in the assignment of classrooms and locations

Attendance Clerk

The attendance clerk monitors instructor reporting of student attendance and enrollment, CAVs, and final submission of grades and rosters

Registrar

The registrar is a Senior Student Services Assistant, who certifies documentation of enrollment, attendance, transcripts, and official correspondence for students

Student Services Technician

The Student Services Technician at each campus will be responsible for monitoring data collection for SSSP and related programs