
JOB DESCRIPTIONS

The following are a listing of job descriptions at Maricopa Skill Center. This is NOT a list of current job openings. To view a list of job openings, [click here](#) . Scroll down for salary scale.

Administrative Assistant

Administrative Secretary

Admissions and Records Clerical Assistant

Admissions and Records Clerk

Admissions and Records Coordinator

Admissions and Records Technical Assistant

Advisor

Application Specialist

Assistant Director

Assistant Program Manager (Cutting Edge)

Associate Instructor

Bindery/Delivery Driver

Career Center Coordinator

Cashier

Clinic Floor Supervisor (Cutting Edge)

Computer Technician

Financial Aid Tech II

Financial Aid Technical Assistant

Fiscal Technician I

Fiscal Technician II

HR Assistant I

Industry Liaison

Instructor

Lead Instructor

Maintenance Assistant I

Maintenance Assistant II

Maintenance Supervisor

Manager of Information Technology

Manager of Printing and Binding Services

Manager of Recruitment Services - SWSC

Coordinator of Business Office Services

Coordinator of Human and Administrative Services

Coordinator of Marketing and Public Relations

Curriculum Specialist

Curriculum Technician

Director of Administration

Director of Business & Student Services

Director of Instruction

Essential Skills Manager

Executive Director

Financial Aid Clerical Assistant

Financial Aid Coordinator

Marketing Assistant

Network Administration Supervisor

Network Technician

Nursing Advisor

Office Assistant

Offset Print Technician I

Offset Print Technician II

Print Production Secretary

Prepress Specialist

Program Manager

Program Manager - MSC Nursing & MA

Skill Center Recruiter

SALARY SCALES

Full Time / Permanent Salary

Temporary Pay Rates

