

Department: Admission & Records

Location: DeRicco 209

Contact Name: Marie Williams

Job Specifics

Job Title: Clerical Aide

Hourly Rate: \$15.50

Number of students requested: 3

Period of employment: Fall 2023/Spring 2024(ends 6/30/24)

The position will be: In person

Hours: 8am-5pm maximum 20 hours per week

Days: Monday-Friday depending on student's availability

Date employment to begin: Right away

To apply: Submit resume at marie.williams@deltacollege.edu

Job description: Scanning documents, filing, handling shredding, distribution of incoming and outgoing mail, light typing, answering telephones and live chat requests.

Minimum qualifications: High School Diploma or equivalent, previous office experience preferred. Completion of English 1A with a C or better.

Additional comments: