

Department: Counseling & Special Services - Puente

Location: SHIMA 133

Contact Name: Daniel Fernandez

Job Specifics

Job Title: Clerical Aid

Hourly Rate: \$15.50

Number of students requested: 4

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

The position will be: In person

Hours: Open to accommodate student schedule

Days: Open to accommodate student schedule

Date employment to begin: Fall 2023/Spring 2024

To apply: Email supervisor at Daniel.fernandez@deltacollege.edu

Job description: Provide clerical assistance to the PUENTE Project Coordinator such as filing, telephoning students for follow up, act as Student Ambassador, duplicating/collating copies, light typing and data entry.

Minimum qualifications: Typing speed 35-40 wpm, level 2 English 79; knowledge of computers and MS Word.

Additional comments: Outgoing, friendly and able to work well with Puente students. Bi-lingual Spanish speaking strongly preferred. Financial Aid, Scholarships & Veterans Services Federal Work-Study (FWS)