

Department: Delta Connect Center

Location: DeRicco Building

Contact Name: Michael Takahashi

Job Specifics

Job Title: General Helper

Hourly Rate: \$15.50

Number of students requested: 10-12

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

The position will be: In person

Hours: M, T, Th, F 8am-5pm and Wed. 8am-7pm maximum 20 hours per week

Days: Monday-Friday

Date employment to begin: 7/1/23

To apply: In Person

Job description: Assist students, faculty and staff with Financial Aid and Admissions applications, answer general questions.

Minimum qualifications: General customer service skills, knowledge of Delta's website; general technology skills such as MS Office, printing and copying; phone etiquette; chat tools knowledge a plus.

Additional comments: