

Department: Adult Education/DARTE

Location: Shima 217

Contact Name: Heather Maloy

Job Specifics

Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 4

Period of employment: Fall 2024 (begins 8-16-24) / Spring 2025 (begins 01-10-25)

The position will be: In person

Hours: 8:00am – 4:30pm

Days: Monday – Friday

Date employment to begin: 8-16-24

To apply: Email Supervisor at heather.maloy@deltacollege.edu

Job description: Direct Adults to the Right TrAC to Employment Learning Community Ambassador: The CTE and Workforce Development Division and the Delta Sierra Adult Education Project Manager invite applications for DARTE Learning Community Ambassador within the department. The DARTE Ambassador will support the departmental team. This opportunity will provide the student with DARTE recruitment, mentorship and leadership experience in a fast-paced environment. Flexible schedule offered between the hours of 8:00 am to 4:30 pm, Monday through Friday. Student must be available to work in-person with the opportunity to work remotely.

Duties may include Answering phones, data entry, email correspondence, scanning, uploading and filing, researching information, and other duties as assigned.

Minimum qualifications: Computer and internet savvy, understanding office filing and documentation organization, tracking systems, strong written and verbal communication skills, ability to multitask and prioritize tasks, punctual, responsible and ethical, and ability to remain confidential.

Additional comments: Candidate must be Federal Work-Study eligible. Being a DARTE Ambassador provides students with work experience in a field related to their studies and potential career path. A DARTE Ambassador provides a great opportunity to speak directly to people who have experience; and their knowledge of the job and working environment will give you a greater understanding of what it is all about and what you need to do to progress.