

**Department:** CTE & WD

**Location:** Shima 217

**Contact Name:** Michelle Castanon

### **Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 3-4

**Period of employment:** Fall 2024 (begins 08/16/'24) Spring 2025 (01/10/'25)

**The position will be:** In person

**Hours:** Flexible 8:00 am – 5:00 pm

**Days:** Flexible Monday – Friday, potential of some evening

**Date employment to begin:** 08/16/2024

**To apply:** In person

**Job description:** The student will provide peer assistance and provide general information on the CTE & Workforce Development Center. The position will assist in the virtual career platform and marketing departmental events or workshops, along with general clerical needs.

**Minimum qualifications:** Good communication skills, understanding of customer service principles, knowledge basic computer skills.

**Additional comments:** Candidate must be Federal Work-Study eligible. Candidate must be friendly and detail oriented. The department will train and be flexible with school schedule, 10-15 hours week.