

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 (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: Student will be a front desk greeter to assist incoming guests, answer questions and provide general information on CTE & Workforce Development Center, assist in preparation of materials for events or workshops, assist with miscellaneous clerical duties as assigned such as greeting & customer service, light phones, filling, data entry, campus errands, and mail distribution.

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.