

Department: CalWorks

Location: DeRicco 117

Contact Name: Estefan Dylan Urrea

Job Specifics

Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 2

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

The position will be: In person

Hours: 8am – 5pm

Days: Monday – Friday (we are flexible around school schedule)

Date employment to begin: 08/16/2024

To apply: Send resume to calworks@deltacollege.edu

Job description: General office assist in including covering the front desk, greeting students, assist providing general information about CalWorks and delta college. Assist in scheduling apportionments for staff and assisting with projects as needed.

Minimum qualifications: Delta college student with computer experience and familiar with Microsoft word.

Additional comments: Candidate must be Federal Work-Study eligible. Office experience and CalWorks knowledge preferred but not required. Knowledge of Microsoft preferred and customer service oriented.