

Department: Counseling & Special Services

Location: DeRicco 234

Contact Name: Emily Zavalza

Job Specifics

Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 10

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

The position will be: In person

Hours: 8:00am – 5:00pm

Days: Monday – Friday

Date employment to begin: 08/16/2024

To apply: In person

Job description: We work within the parameters of the student academic schedule when creating assigned department shifts. Currently these positions are assisting counseling and / or student program areas. Duties may include: clerical responsibilities, phone support, student referrals, and other duties as assigned.

Minimum qualifications: Desired qualifications: Customer service and general office skills. Knowledge of Microsoft Office Suite and / or other technology.

Additional comments: Candidate must be Federal Work-Study eligible. Bilingual speakers a plus. Please contact Emily Zavalza at Emily.zavalza@deltacollege.edu if you are interested in applying.