

**Department:** DSPS

**Location:** DeRicco 110

**Contact Name:** April Lopez

**Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 10

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

**The position will be:** In person

**Hours:** 8:00 am – 5:00 pm

**Days:** Monday - Friday

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

**To apply:** Submit a resume at [April.lopez@deltacollege.edu](mailto:April.lopez@deltacollege.edu)

**Job description:** General office help. Various duties to be performed include front desk receptionist: greeting students, scheduling appointments, answering Live chat, accommodated testing assistance and orientations, provide mobility assistance to students with mobility needs, various projects as needed.

**Minimum qualifications:** We will train, customer service experience appreciated. Punctuality and dependability are vital.

**Additional comments:** Candidate must be Federal Work-Study eligible.