

**Department:** Delta Connect Center

**Location:** DeRicco Building

**Contact Name:** Michael Takahashi

### **Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 10-12

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

**The position will be:** In person

**Hours:** M, T, Th, F 8:00 am – 5:00 pm and Wed. 8:00 am – 7:00 pm maximum 20 hours per week

**Days:** Monday - Friday

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

**To apply:** In person

**Job description:** Assist students, faculty and staff with Financial Aid and Admissions applications, answer general questions.

**Minimum qualifications:** General customer service skills, knowledge of Delta's website; general technology skills such as MS Office, printing and copying; phone etiquette; chat tools knowledge a plus.

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