

**Department:** Disability Support Programs & Service – Alternate Media Service

**Location:** DeRicco 224

**Contact Name:** Lucia Hinostroza

### **Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 3

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

**The position will be:** In person

**Hours:** 8am-5pm maximum 20 hours per week

**Days:** Monday-Friday

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

**To apply:** Email Supervisor at [lucia.hinostroza@deltacollege.edu](mailto:lucia.hinostroza@deltacollege.edu)

**Job description:** Assist in the production of reformatting required textbooks and course materials for qualified students with print disabilities.

**Minimum qualifications:** Knowledge of basic computer operations, word processing, and desktop applications. Ability to work independently with limited supervision. Ability to read, interpret, and follow oral and written instructions. Be detailed oriented.

**Additional comments:** Candidate must be Federal Work-Study eligible. Candidate should have successfully or is currently enrolled in College level English 1A or 2A.