

Department: Financial Aid & Scholarships

Location: DeRicco 2nd floor

Contact Name: Alma Ponce

Job Specifics

_Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 4

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: 8-16-2024

To apply: Submit resume or email supervisor alma.ponce@deltacollege.edu

Job description: Must have clerical office experience, provide excellent customer service. Answer the telephone to provide information to students and staff.

Proofread a variety of data entry task. Pick up, sort, and distribute incoming and outgoing mail. Other office duties as assigned.

Minimum qualifications: Knowledge of: Standard office machines and equipment including computers, scanners, phones, copiers, and fax machines. Microsoft office software applications. Understand and follow oral and written instructions.

Additional comments: Candidate must be Federal Work-Study eligible. Maintain consistent work schedule (must be available to work up to 20 hours a week)