

Department: Enrollment Services Call Center

Location: Financial Aid

Contact Name: Alma Ponce

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 resume at alma.ponce@deltacollege.edu

Job description: As a Call Center Representative you will serve as first point of contact for students and parents, and community member inquiring about Financial aid and Admissions and Record questions.

Minimum qualifications: Strong Customer Service, Detail oriented, Strong verbal communication skills. Ability to communicate effectively in writing.

Additional comments: Candidate must be Federal Work-Study eligible. Customer Service oriented. Department will train and be flexible with class schedule 20 hours per week.