

Department: MESA Program (SECSM TrAC)

Location: SCMA 163

Contact Name: Cassandra Hernandez

Job Specifics

Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 1

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

The position will be: In person

Hours: TBD maximum 20 hours per week

Days: TBD

Date employment to begin: 08/16/2024

To apply: Call for interview

Job description: General office duties including but not limited to answering phones, taking messages, sending out reminders, making copies, posting announcements, preparing new file folders, updating bulletin boards.

Minimum qualifications: Dependable; punctual; able to work with the public; good verbal communications skills; attention to detail; willing and able to learn through constructive criticism; team player; practical knowledge of MS Word.

Additional comments: Candidate must be Federal Work-Study eligible. We can work with the student's class schedule. Some after-hour and weekend events required.