

**Department:** Mountain House

**Location:** Mountain House

**Contact Name:** Jessica Torres

### **Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 1

**Period of employment:** Fall 2024 (begins 8-16-24) / Spring 2025 (begins 01-10-25)

**The position will be:** In person

**Hours:** 8:00am – 5:00pm, depends on student schedule

**Days:** Monday – Friday, depends on student schedule

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

**To apply:** Submit Resume at [Jessica.torres@deltacollege.edu](mailto:Jessica.torres@deltacollege.edu)

**Job description:** Answer phones, return calls, check voicemail, greet visitors, data entry, make copies, check mail, other duties as assigned.

**Minimum qualifications:** Professional, familiar with Word, Excel, Outlook, Canva (not required), some customer service experience, strong work ethic.

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