

Department: Outreach and Relations with Schools

Location: DeRicco

Contact Name: Melanie Lim

Job Specifics

Job Title: General Helper

Hourly Rate: \$16.00

Number of students requested: 2-4

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 with occasional evenings and weekends; 20 hrs/wk max

Days: Monday – Friday Flexible with occasional weekends

Date employment to begin: 08-16-2024

To apply: Submit Resume at melanie.lim@deltacollege.edu

Job description: Assist campus tours, assist prospective students apply and troubleshoot the Delta application, provide information about college resources and programs, assist with workshops, follow-up on voicemails, data entry, pack and unpack supplies and materials for events, and maintain inventory.

Minimum qualifications: Desire to learn and improve public speaking skills, knowledge of the Delta College website and navigate with ease, general customer service skills, reliable transportation, exhibit pride and enthusiasm for Delta College.

Additional comments: Candidate must be Federal Work-Study eligible. Email resume to melanie.lim@deltacollege.edu