Department: Admissions & Records

Location: DeRicco 210

Contact Name: Marie Williams

Job Specifics

Job Title: Clerical Aide

Hourly Rate: $16.50

Number of students requested: 3 **(Positions have been filled at this moment)**

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 maximum 20 hours per week.

Days: Monday – Friday depending on student's availability and class schedule.

Date employment to begin: August 16, 2024

To apply: Submit resume at marie.williams@deltacollege.edu

Job description: Assist with Scanning documents, filing, handling shredding, distribution of incoming and outgoing mail, light typing, answering telephones and live chat requests, running errands on campus.

Minimum qualifications: High School Diploma or equivalent, previous office experience preferred. Completion of English 1A with a C or better.

Additional comments: Candidate must be Federal Work-Study eligible