

DEPARTMENT: DELTA CONNECT CENTER

LOCATION: DERICCO BUILDING

CONTACT NAME: CHRIS FRYMIRE, MICHAEL TAKAHASHI, DOMENICA  
CASTANEDA

JOB SPECIFICS

JOB TITLE: CLERICAL AIDE

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 2-4

PERIOD OF EMPLOYMENT: FALL 22' (begins 7/1/22) / SPRING 23' (ends 6/30/23)

THE POSITION WILL BE: IN PERSON (AND/OR HYBRID)

HOURS: FLEXIBLE 8AM-5PM; 20 HOURS PER WEEK MAX

DAYS: FLEXIBLE MON-FRI

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: EMAIL RESUME: CHRIS.FRYMIRE@DELTACOLLEGE.EDU,  
MICHAEL.TAKAHASHI@DELTACOLLEGE.EDU, DOMENICA CASTANEDA@DELTACOLLEGE.EDU

JOB DESCRIPTION: ASSIST STUDENTS, FACULTY AND STAFF WITH FINANCIAL AID AND ADMISSIONS  
APPLICATIONS, ANSWER GENERAL QUESTIONS

MINIMUM QUALIFICATIONS: GENERAL CUSTOMER SERVICE SKILLS, KNOWLEDGE OF DELTA'S WEBSITE,  
NAVIGATING WEBSITE WITH EASE