

DEPARTMENT: PURCHASING
LOCATION: DANNER BASEMENT
CONTACT NAME: PATTY SAMFORD

JOB SPECIFICS

JOB TITLE: CLERICAL AIDE AND GENERAL HELPER

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 2

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

THE POSITION WILL BE: IN PERSON

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

DAYS: FLEXIBLE MON-FRI

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: EMAIL SUPERVISOR PATTY SAMFORD @ PATTY.SAMFORD@DELTACOLLEGE.EDU

JOB DESCRIPTION: ASSIST STAFF, TYPING, FILING, COPYING, SORTING AND OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS: DEPENDABLE, TEAM PLAYER, COMPUTER SKILLS

ADDITIONAL COMMENTS: EMAIL SUPERVISOR IF INTERESTED. NO PHONE CALLS OR OFFICE VISITS.