

DEPARTMENT: COMMUNITY EDUCATION/WTI

LOCATION: LOCKE 107

CONTACT NAME: ROSALVA IBARRA

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15.50

NUMBER OF STUDENTS REQUESTED: 3

PERIOD OF EMPLOYMENT: SPRING 23' (THROUGH 6/30/23)

THE POSITION WILL BE: IN PERSON

HOURS: MON-THURS; 8AM-3PM & FRIDAY 8AM-12PM.

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: ASAP

TO APPLY: EMAIL SUPERVISOR; ROSALVA.IBARRA@DELTACOLLEGE.EDU

JOB DESCRIPTION: ASSIST WITH FILING PAPERWORK, COMPOSING EMAIL'S DATA ENTRY, MAIL DISTRIBUTION, INVENTORY, CREATE SUPPLIES LIST BASED ON INVENTORY, ANSWER CALLS, PROVIDE ASSISTANCE TO STUDENTS AND STAFF. ASSIST IN PREPARATION OF MATERIALS FOR WORKSHOPS, CAMPUS ERRANDS, AND MAKE COPIES.

MINIMUM QUALIFICATIONS: EXCELLENT ORAL AND VERBAL COMMUNICATION SKILLS, KNOWLEDGE OF BASIC COMPUTER OPERATIONS, WORD PROCESSING AND DESKTOP APPLICATIONS, ABILITY TO FOLLOW VERBAL AND WRITTEN DIRECTIONS, WORK INDEPENDENTLY WITH MINIMUM SUPERVISION, PUNCTUAL AND RELIABLE.

ADDITIONAL COMMENTS: