

Department: Black Excellence & Enrichment Academy

Location: DeRicco 151

Contact Name: Raichelle Grays

Job Specifics

Job Title: General Helper

Hourly Rate: \$15.50

Number of students requested: 3

Period of employment: Fall 2023/Spring 2024(ends 6/30/24)

The position will be: In person

Hours: TBD- Varies

Days: Monday-Friday

Date employment to begin: As soon as possible

To apply: Email Supervisor at raichelle.grays@deltacollege.edu

Job description: Position will help and communicate with students, staff, and faculty. Answer questions, answer phones, filling, data entry campus errands, mail distribution and provide general information about the Black Excellence and Enrichment Academy. Assist in preparation of materials for events, basic computer support and other duties as assigned.

Minimum qualifications: Preferred that student is a former or current AFFIRM or Black Excellence & Enrichment Academy (B.E.E. student).

Additional comments: Must be reliable and available to work 15-20 hours per week within our regular business hours. Provide a copy of your class schedule. Department will train and be flexible with class schedule.