

Department: Counseling & Special Services

Location: DeRicco 234

Contact Name: Sheila Ricketts/Emily Zavalza

Job Specifics

Job Title: Clerical Aide

Hourly Rate: \$15.50

Number of students requested: 5

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

The position will be: In person

Hours: 8am-5pm maximum 20 hours per week

Days: Monday-Friday

Date employment to begin: 7/1/23

To apply: In Person

Job description: In person, live chat & make phone appointments. Answering phones, checking phone messages, returning calls. Printing, making copies. Have detailed log/records. Refer students to the appropriate personnel & resources. Perform routine data entry. Make deliveries or pickups. Other duties as assigned.

Minimum qualifications: Typing skills, some Microsoft knowledge, live chat experience (discuss during interview). Customer service skills, proper language usage, Office procedures, methods, machine and equipment.

Additional comments: Bilingual speakers a plus. Please bring a copy of your class schedule when applying in person.