

Department: Financial Aid & Scholarships

Location: DeRicco

Contact Name: Alma Ponce

Job Specifics

Job Title: General Helper

Hourly Rate: \$15.50

Number of students requested: 3-4

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: As soon as possible

To apply: Submit resume to: alma.ponce@deltacollege.edu

Job description: Must have Clerical office experience, provide excellent customer service, answer phones and provide information to students, faculty, staff, and the public. Take and relay messages, compose type and proofread a variety of data entry tasks. Enter information into appropriate computer programs. Pick up, sort, and distribute incoming and outgoing mail.

Minimum qualifications:

Knowledge of: Standard office machines and equipment including computers, scanners, phones, copiers, and fax machines. Microsoft office software applications. Understand and follow oral and written instructions. Communicate clearly and in writing.

Additional Comments: Maintain consistent work schedule (must be available to work up to 20 hours a week) Bilingual is a plus. Be self-motivated and self-directed. Works well with a diverse population of people.