

Department: DSPS
Location: Danner 101
Contact Name: Roy Juarez

Job Specifics

Job Title: General Helper DSPS

Hourly Rate: \$15.50

Number of students requested: 10

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: Email supervisor at roy.juarez@deltacollege.edu also you can apply in person or call for interview

Job description: General office duties: answer phones, make copies, file paperwork, scan documents, greet students. For mobility office must be able to lift 40 lbs. and push a wheelchair.

Minimum qualifications: Must be 18 and have a good clear communication skill.

Additional comments: Great place to work around students' schedules.