

**Department:** CalWORKs

**Location:** DeRicco 117

**Contact Name:** Estefan Dylan Urrea

**Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.00

**Number of students requested:** 2

**Period of employment:** 03/01/24 - 06/30/24 and 07/01/24 - 06/30/25

**The position will be:** General Helper/Clerical Aide

**Hours:** 8am – 5pm

**Days:** Monday to Friday (we are flexible around school schedule)

**Date employment to begin:** 03/01/2024

**To apply:** Send resume to [calworks@deltacollege.edu](mailto:calworks@deltacollege.edu)

**Job description:** General office help including covering the front desk, greeting students, providing general information about CalWORKs and delta college, scheduling appointments for staff and assisting with projects as needed.

**Minimum qualifications:** Delta College student with computer experience and familiar with Microsoft word.

**Additional comments:**

Office experience and CalWORKs knowledge preferred but not required.  
Knowledge of Microsoft software preferred and customer service oriented.