

**Department:** CTE & Workforce Development

**Location:** Shima 217

**Contact Name:** Michelle Castanon

**Job Specifics**

**Job Title:** General Helper

**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:** Submit resume at [michelle.castanon@deltacollege.edu](mailto:michelle.castanon@deltacollege.edu)

**Job description:** Position will help and communicate with students, staff, faculty and industry employers, answer questions, answering phones, filing, data entry, campus errands, mail distribution and provide general information on CTE & Workforce development center. Assist in preparation of materials for events or workshops, students with basic computer software such as job speaker.

**Minimum qualifications:** Be able to follow instructions, both written and oral. Work independently and be self-motivated. Must have good communication skills, knowledge of basic computer skills & customer service principles. Ability to work with diverse population and be punctual and reliable.

**Additional comments:** Candidate must be friendly and detail oriented. Department will train and be flexible with class schedule.