

Department: Disability Support Programs & Service – Alternate Media Service

Location: DeRicco 224

Contact Name: Lucia Hinostroza

Job Specifics

Job Title: General Helper

Hourly Rate: \$15.50

Number of students requested: 3

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 lucia.hinostroza@deltacollege.edu

Job description: Assist in the production of reformatting required textbooks and course materials for qualified students with print disabilities.

Minimum qualifications: Knowledge of basic computer operations, word processing, and desktop applications. Ability to work independently with limited supervision. Ability to read, interpret, and follow oral and written instructions. Be detailed oriented.

Additional comments: Candidate should have successfully or is currently enrolled in College level English 1A or 2A.