

Department: Health & Fitness

Location: BUDD 117

Contact Name: Gina Johnson

Job Specifics

Job Title: Clerical Aide

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: TBD (Anytime between 10am-3pm)

Days: Monday-Friday (flexible)

Date employment to begin: 7/1/23

To apply: Submit resume to: gina.johnson@deltacollege.edu

Job description: Basic computer skills and good time management. Know basic social media skills (not mandatory) and work well with others.

Minimum qualifications: Basic compute skills and work with Athletic coaches.

Additional comments: