

Department: Mountain House

Location: Mountain House

Contact Name: Candace McGee

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: 8am-5pm depending on student's schedule

Days: Monday-Friday depending on student's schedule

Date employment to begin: 7/1/23

To apply: Submit Resume at candace.mcgee@deltacollege.edu

Job description: Answer phones, return calls, check voicemail, greet visitors, data entry, make copies, check mail, other duties as assigned.

Minimum qualifications: Professional, familiar with Word, Excel, Outlook, Canva (not required), customer service experience & strong work ethic.

Additional comments: