

Department: Outreach with Relations and Schools

Location: DeRicco

Contact Name: Le Phan, Melanie Lim, Osvaldo Jaramillo,
Michael Ferroni

Job Specifics

Job Title: General Helper

Hourly Rate: \$15.50

Number of students requested: 2-4

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 w/occasional evenings and weekends

Date employment to begin: 8/1/23

To apply: Submit resume to: le.phan@deltacollege.edu,
melanie.lim@deltacollege.edu, michael.ferroni@deltacollege.edu,
osvaldo.jaramillo@deltacollege.

Job description: Assist campus tours, assist prospective students apply and troubleshoot the Delta application, provide information about college resources and programs, assist with workshops, follow-up on voicemails, data entry, pack and unpack supplies and materials for events, and maintain inventory.

Minimum qualifications: Desire to learn and improve public speaking skills, knowledge of the Delta College website and navigate with ease, general customer service skills, reliable transportation, exhibit pride and enthusiasm for Delta College.