

DEPARTMENT: COUNSELING AND SPECIAL SERVICES

LOCATION: DERICCO 151

CONTACT NAME: ANGELA WILLIAMS

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 2

PERIOD OF EMPLOYMENT: FALL 22' SPRING 23'

THE POSITION WILL BE: IN PERSON

HOURS: 8:00AM-5:00PM (20 HR MAX PER WEEK)

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: FALL SEMESTER

TO APPLY: CONTACT ANGELA WILLIAMS AT (209) 565-1356 OR (209) 954-5151 EXT 6150

JOB DESCRIPTION: GENERAL OFFICE/FRONT DESK WORK, CUSTOMER SERVICE, COMPUTER SKILLS, FILING, ANSWERING PHONES, ETC.

MINIMUM QUALIFICATIONS: COMPUTER SKILLS, PHONE SKILLS, FILING SKILLS

ADDITIONAL COMMENTS: AFFIRM STUDENT PREFERRED BUT NOT REQUIRED