

DEPARTMENT: CAL WORKS

LOCATION: DERICCO BUILDING RM 210

CONTACT NAME: ESTEFAN URREA

JOB SPECIFICS

JOB TITLE: CLERICAL AIDE

HOURLY RATE: \$14

NUMBER OF STUDENTS REQUESTED: 3

PERIOD OF EMPLOYMENT: SUMMER/FALL/SPRING

THE POSITION WILL BE: REMOTE/IN PERSON/HYBRID

HOURS: 8AM-5PM; 20 HOURS PER WEEK

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: 7/1/2021

TO APPLY: EMAIL SUPERVISOR @ ESTAFAN.URREA@DELTACOLLEGE.EDU

JOB DESCRIPTION: GENERAL CLERICAL DUTIES INCLUDING FRONT DESK COVERAGE, LIVE CHAT AND OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS: OFFICE EXPERIENCE PERFERRED, WORD AND EXCEL

ADDITIONAL COMMENTS: CAL WORKS STUDENTS PREFERED BUT NOT REQUIRED