

COUNSELING - AFFIRM

LOCATION	DERICCO 151
JOB TITLE	GENERAL HELPER
HOURLY RATE	\$14
NUMBER OF OPEN POSITIONS	1
POSITION WILL BE	REMOTE & HYBRID
PERIOD OF EMPLOYMENT	FALL 21'/SPRING 22'
DAYS/HOURS	MONDAY – FRIDAY; 8:00AM-5:00PM; 15 HR/PER WEEK (NOT TO EXCEED 20 HOURS PER WEEK)
DATE EMPLOYMENT BEGINS	8/23/21
TO APPLY	CALL SUPERVISOR/SUBMIT RESUME
CONTACT NAME	ANGELA WILLIAMS
CONTACT NUMBER	(209) 565-1356
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