

COUNSELING & SPECIAL SERVICES

LOCATION	DERICCO 234
JOB TITLE	CLERICAL AIDE
HOURLY RATE	\$14
NUMBER OF OPEN POSITIONS	1
POSITION WILL BE	HYBRID
PERIOD OF EMPLOYMENT	FALL 21'
DAYS/HOURS	MON-FRIDAY; HOURS TBD
DATE EMPLOYMENT BEGINS	8/23/21
TO APPLY	EMAIL RESUME TO SUPERVISOR: SHEILA.RICKETTS@DELTACOLLEGE.EDU
CONTACT NAME	SHEILA RICKETTS/ANGEL GONZALEZ
CONTACT NUMBER	(209) 553-9763
JOB DESCRIPTION	ASSIST STUDENTS OVER LIVE CHAT, PREPARE FILES FOR STUDENTS COUNSELING APPOINTMENTS, RETURN STUDENTS PHONE CALLS, OTHER DUTIES AS ASSIGNED.
MINIMUM QUALIFICATIONS	GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS, ADEQUATE TYPING SPEED, AND EXCELLENT CUSTOMER SERVICE SKILLS
ADDITIONAL COMMENTS	SEEKING RELIABLE EMPLOYEE THAT IS GOOD WITH TIME MANGEMENT, ORGANIZATION AND FOLLOW-UPS.