

DEPARTMENT: DELTA CONNECT CENTER

LOCATION: DERICCO BUILDING

CONTACT NAME: MICHAEL TAKAHASHI OR KATRINA LOCKETT

JOB SPECIFICS

JOB TITLE: LAB AIDE

HOURLY RATE: \$14

NUMBER OF STUDENTS REQUESTED: 2-4

PERIOD OF EMPLOYMENT: FALL AND SPRING SEMESTERS

THE POSITION WILL BE: HYBRID

HOURS: 8AM-5PM; 20 HOURS PER WEEK (VARIES BY STUDENT'S SCHEDULE)

DAYS: M-F

DATE EMPLOYMENT TO BEGIN: 8/23/21 FALL SEMESTER

TO APPLY: EMAIL SUPERVISOR @ MICHAEL.TAKAHASHI@DELTACOLLEGE.EDU OR  
KATRINA.LOCKETT@DELTACOLLEGE.EDU

JOB DESCRIPTION: TO ASSIST STUDENT, FACULTY AND STAFF WITH LAB RELATED QUESTIONS; I.E.  
ADMISSIONS APPLICATION, FINANCIAL AID APPLICATIONS, ETC. GENERAL CUSTOM SERVICE SKILLS.  
KNOWLEDGE OF NAVIGATING DELTA'S WEBSITE

MINIMUM QUALIFICATIONS: COMPUTER EXPERIENCE, FAMILIAR WITH THE INTERNET/DELTA'S  
WEBPAGES AND CUSTOMER SERVICE SKILLS.