

DEPARTMENT: DISABILITY SUPPORT PROGRAMS & SERVICES-ALTMEDIA

LOCATION: DERICCO BUILDING RM 224

CONTACT NAME: LUCIA HINOSTROZA

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$14

NUMBER OF STUDENTS REQUESTED: 2

PERIOD OF EMPLOYMENT: SUMMER 21'/FALL/SPRING

THE POSITION WILL BE: REMOTE

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

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: 7/1/2021

TO APPLY: EMAIL SUPERVISOR @ LUCIA.HINOSTROZA@DELTACOLLEGE.EDU

JOB DESCRIPTION: ASSIST IN THE PRODUCTION OF REFORMATTING REQUIRED TEXTBOOKS AND COURSE MATERIALS FOR QUALIFIED STUDENTS WITH PRINT DISABILITIES.

MINIMUM QUALIFICATIONS: KNOWLEDGE OF BASIC COMPUTER OPERATIONS, WORD PROCESSING AND DESKTOP APPLICATIONS. ABILITY TO WORK INDEPENDENTLY WITH LIMITED SUPERVISION. ABILITY TO READ, INTERPRET AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS. BE DETAILED ORIENTED.

ADDITIONAL COMMENTS: CANDIDATE SHOULD HAVE SUCCESSFULLY COMPLETED OR IS CURRENTLY ENROLLED IN ENGLISH 1A.