

DEPARTMENT: DREAMERS SUCCESS CENTER

LOCATION: DREAMERS SUCCESS CENTER

CONTACT NAME: ESTER MARQUEZ PEREZ

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 2

PERIOD OF EMPLOYMENT: FALL 22' SPRING 23'

THE POSITION WILL BE: IN PERSON

HOURS: 8:00AM-5:00PM FLEXIBLE 20 HR MAX PER WEEK

DAYS: MON-FRI FLEXIBLE

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: SUBMIT RESUME TO ESTER MARQUEZ PEREZ @ESTER.MARQUEZPEREZ@DELTACOLLEGE.EDU

JOB DESCRIPTION: GENERAL CUSTOMER SERVICE SKILLS, KNOWLEDGE OF DELTA'S WEBSITE, SOCIAL MEDIA, AND MICROSOFT 365 (EXCEL, WORD, POWERPOINT), ASSIST WITH SOCIAL MEDIA AND CREATING IDEAS FOR SOCIAL MEDIA POSTS FOR TARGETED AUDIENCE.

MINIMUM QUALIFICATIONS: KNOWLEDGE OF ALL SOCIAL MEDIA PLATFORMS; TIKTOK, TWITTER, INSTAGRAM, FACEBOOK. ABILITY TO ASSIST WITH TAKING/EDITING PHOTOS AND VIDEOS

ADDITIONAL COMMENTS: WHEN SUBMITTING RESUME PLEASE INCLUDE YOUR CLASS SCHEDULE (INCLUDING IF CLASSES ARE ONLINE OR IN PERSON).