

**Department:** Purchasing

**Location:** Danner Basement B4

**Contact Name:** Glenn Aguon

**Job Specifics**

**Job Title:** General Helper

**Hourly Rate:** \$16.50

**Number of students requested:** 1

**Period of employment:** Spring 2025 (ends 06/30/2025)

**The position will be:** In person

**Hours:** 8:00 am-12:00 pm

**Days:** Monday–Friday (Can be adjusted based on student/needs)

**Date employment to begin:** 3/5/2025

**To apply:** Send Resume to Glenn Aguon at [glenn.aguon@deltacollege.edu](mailto:glenn.aguon@deltacollege.edu)

**Job description:** Perform customer service, answer phone calls and review department emails, answer routine inquiries and respond to concerns, File and digitize records as needed, pull and create reports. Perform other related duties and responsibilities as required.

**Minimum qualifications:** Completion of twelfth grade or equivalent. Prefer experience in a related field.

**Additional comments:** Candidate must be Federal Work-Study eligible.