

DEPARTMENT: CAL WORKS
LOCATION: DERICCO BUILDING RM 210
CONTACT NAME: ESTEFAN URREA

JOB SPECIFICS

JOB TITLE: CLERICAL AIDE

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 4

PERIOD OF EMPLOYMENT: FALL 22' (begins 7/1/22) / SPRING 23' (ends 6/30/23)

THE POSITION WILL BE: IN PERSON

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

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: EMAIL RESUME TO SUPERVISOR ESTEFAN URREA @ CALWORKS@DELTACOLLEGE.EDU

JOB DESCRIPTION: GENERAL CLERICAL DUTIES INCLUDING FRONT DESK RECEPTION AND ASSISTANCE WITH PROJECTS

MINIMUM QUALIFICATIONS: OFFICE EXPERIENCE PERFERRED BUT NOT REQUIRED AND KNOWLEDGE OF CALWORKS PROGRAM PREFERRED BUT NOT REQUIRED

ADDITIONAL COMMENTS: CALL SUPERVISOR FOR MORE INFORMATION AT 209-264-2154 OR EMAIL: CALWORKS@DELTACOLLEGE.EDU