

DEPARTMENT: DISABILITY SUPPORT PROGRAMS & SERVICES –
ALTMEDIA SERVICES

LOCATION: DERICCO BLDG 224

CONTACT NAME: LUCIA HINOSTROZA

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 3

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

THE POSITION WILL BE: IN PERSON

HOURS/DAYS: MON-FRI; 8AM-5PM - 20 HOURS PER WEEK

DATE EMPLOYMENT TO BEGIN: 7/1/2022 OR IMMEDIATELY UPON FWS APPROVAL

TO APPLY: EMAIL SUPERVISOR AT 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. MUST BE DETAILED ORIENTED.

ADDITIONAL COMMENTS: CANDIDATE SHOULD HAVE COMPLETED OR IS CURRENTLY ENROLLED IN ENGLISH 2A.