

DEPARTMENT: FINANCIAL AID & SCHOLARSHIP

LOCATION: DERICCO BLDG 2ND FLOOR

CONTACT NAME: ALMA PONCE

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

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

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: EMAIL RESUME TO ALMA.PONCE@DELTACOLLEGE.EDU

JOB DESCRIPTION: ANSWER PHONE AND PROVIDE INFORMATION TO STUDENTS, FACULTY, STAFF, AND GENERAL PUBLIC. TAKE AND RELAY MESSAGES, COMPOSE EMAILS, PROOFREAD A VARIETY OF DATA ENTRY TASKS. ENTER INFORMATION INTO APPROPRIATE COMPUTER PROGRAMS. PICK UP, SORT AND DISTRIBUTE INCOMING/OUTGOING MAIL.

MINIMUM QUALIFICATIONS: CLERICAL EXPERIENCE, CUSTOMER SERVICE EXPERIENCE, KNOWLEDGE OF STANDARD OFFICE MACHINES AND EQUIPMENT INCLUDING SCANNERS, PHONES, COPIERS AND FAX MACHINE. KNOWLEDGE OF MICROSOFT SOFTWARE APPLICATIONS. UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS AND COMMUNICATE CLEARLY IN WRITING.

ADDITIONAL COMMENTS: MAINTAIN CONSISTENT WORK SCHEDULE (MUST BE AVAILABLE TO WORK UP TO 20 HOURS PER WEEK), BILINGUAL A PLUS, SELF MOTIVATED AND SELF DIRECTED, MUST BE ABLE TO WORK WITH DIVERSE POPULATION