DEPARTMENT: MOUNTAIN HOUSE

LOCATION: TRACY

CONTACT NAME: CANDACE MCGEE

JOB SPECIFICS

JOB TITLE: CLERICAL AIDE

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: 8AM-5PM (DEPENDING ON STUDENT'S SCHEDULE) 20 HR MAX PER WEEK

DAYS: MON-FRI (DEPENDING ON STUDENT'S SCHEDULE)

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: SUBMIT RESUME TO CANDACE MCGEE @ CANDACE.MCGEE@DELTACOLLEGE.EDU

JOB DESCRIPTION: ANSWER PHONES, RETURN CALLS, CHECK VOICEMAIL, GREET VISITORS, DATA ENTRY, MAKE COPIES, CHECK MAIL, OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS: PROFESSIONAL, FAMILIAR WITH WORD, EXCEL, OUTLOOK, CANVA (NO REQUIRED) CUSTOMER SERVICE SKILLS, STRONG WORK ETHIC

ADDITIONAL COMMENTS: THIS POSITION IS STRICTLY HELD AT THE TRACY MOUNTAIN HOUSE LOCATION.