

DEPARTMENT: CTE & WORKFORCE DEVELOPMENT

LOCATION: DERICCO 149

CONTACT NAME: MICHELLE CASTANON

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15.50

NUMBER OF STUDENTS REQUESTED: 4

PERIOD OF EMPLOYMENT: SPRING 23' (THROUGH 6/30/23)

THE POSITION WILL BE: IN PERSON

HOURS: 8AM – 5PM; FLEXIBLE (10-15 HRS PER WEEK)

DAYS: MON-FRI

DATE EMPLOYMENT TO BEGIN: ASAP

TO APPLY: SUBMIT RESUME TO MICHELLE CASTANON @ MICHELLE.CASTANON@DELTACOLLEGE.EDU

JOB DESCRIPTION: POSITION WILL PROVIDE ASSISTANCE AND COMMUNICATE WITH STUDENTS, STAFF, FACULTY AND INDUSTRY EMPLOYERS, ANSWER QUESTIONS AND PROVIDE GENERAL INFORMATION ON CTE & WORKFORCE DEVELOPMENT CENTER. ASSIST IN PREPARATION OF MATERIALS FOR EVENTS OR WORKSHOPS, ASSIST STUDENTS WITH BASIC COMPUTER SOFTWARE SUCH AS JOBSPEAKER. HELP WITH GREET STUDENTS, STAFF, FACULTY ETC, MISC CLERICAL DUTIES SUCH AS ANSWERING PHONES, FILING, DATA ENTRY, CAMPUS ERRANDS, AND MAIL DISTRIBUTION.

MINIMUM QUALIFICATIONS: BE ABLE TO FOLLOW INSTRUCTIONS, BOTH WRITTEN AND ORAL. WORK INDEPENDENTLY AND BE SELF MOTIVATED. MUST HAVE GOOD COMMUNICATION SKILLS, KNOWLEDGE OF BASIC COMPUTER SKILLS & CUSTOMER SERVICE PRINCIPLES. ABILITY TO WORK WITH DIVERSE POPULATION AND BE PUNCTUAL AND RELIABLE.

ADDITIONAL COMMENTS: CANDIDATE MUST BE FRIENDLY AND DETAIL ORIENTED. DEPARTMENT WILL TRAIN AND BE FLEXIBLE WITH CLASS SCHEDULE.