District Student Employment Position Announcement

Award Year: 2015-2016
Campus: SJC
Department: EOPS/CARE
No. of Positions: 2
Employment Dates: 10/19/2015
Salary: $9.00/hr
Desired hours of Employment: Flexible

Office Assistant

Job Description:
Greet students, answer phones, electronic filing, provide information regarding program. Promote department through campus activities, flyers and email. Work attire is professional.

Skills Required:
Excellent customer service skills, basic proficiency in Microsoft Office applications, basic filing and other record keeping; some web and/or graphic design experience; experience in an office setting. Reliable, quick learner, professional and friendly.

Supervisor/Contact:
Leslie Salas at 951/487-3290 lsalas@msjc.edu

For information about student employment opportunities at MSJC:
www.msjc.edu/StudentEmployment