

# District Work Study (DWS)

Enrolled minimum 6 units

Tuesday, May 22, 2018

Count 6

<b>Job ID POSITION</b>	<b>DEPARTMENT</b>	<b>Wage:</b>
<b>27930 PEER AMBASSADOR</b>	<b>OUTREACH</b>	<b>\$12.50</b>
<p>WORK UP TO 20 HRS/WEEK. ADVISING AND RECRUITMENT. WORK AT AND VISIT HIGH SCHOOLS, CONDUCT PRESENTATIONS, ASSIST STUDENT WITH GUIDANCE, CAMPUS TOURS, COMMUNITY EVENTS AND OTHER DUTIES AS ASSIGNED. A VALID CALIFORNIA DRIVER LICENSE IS REQUIRED. MUST HAVE YOUR OWN TRANSPORTATION VEHICLE. MUST BE AVAILABLE 2 FULL DAYS DURING THE WEEK – MONDAY/WEDNESDAY 8AM TO 2:30PM OR TUESDAY/THURSDAY 8AM TO 2:30PM. MUST BE ENROLLED MIN 6 UNITS. MUST APPLY IN PERSON.</p> <p>12_904530_671000_52329_10</p>		
<b>27931 WATER CONSERVATION INTERN</b>	<b>GROUNDS</b>	<b>\$13hr</b>
<p>We are seeking Southwestern College students for internships relating to water conservation and irrigation efficiency. You will receive a \$660 stipend. Total hours per week; is approximately 15 hours and you must complete at least 120 hours. As a paid intern you will participate and learn water usage, landscaping, irrigation efficiency and other related programs and systems. Specifically you will assist campus staff enhance the operation of the systems, create outreach campaigns, perform water audits and compile/collect data, produce a report detailing how efforts have improved on water and energy savings, support staff with readings/data analysis. You will attend weekly meetings with supervisors to provide updates and discuss program development/implementation. Must be able to work outdoors perform light duties in the sun. How to apply: a letter of interest or email your resume. You will be required to enroll in a BUS 290 course for credit.</p>		
<b>27968 CLERK TYPIST</b>	<b>BUSINESS &amp; TECHNOLOGY</b>	<b>\$11.00</b>
<p>20HRS/WK MONDAY THROUGH FRIDAY FLEXIBLE SCHEDULE. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS AND EXCELLENT COMMUNICATION SKILLS, AND TYPING SPEED OF 35WPM. MUST BE ENROLLED MIN 6 UNITS. HOW TO APPLY: EMAIL MYRIAM TO SCHEDULE AN APPOINTMENT FOR AN INTERVIEW. NO WALK-INS OR PHONE CALLS.</p> <p>11_538010_601000_52340_10</p>		
<b>27977 CLERK TYPIST</b>	<b>CAMPUS POLICE</b>	<b>\$11.00</b>
<p>20 HOURS PER WEEK. MONDAY THROUGH FRIDAY. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS, AND TYPING SPEED OF 35 WPM. MUST BE ENROLLED IN 6 UNITS. HOW TO APPLY: APPLY IN PERSON.</p> <p>12_808020_695000_52340_10</p>		

**Job ID POSITION****DEPARTMENT****Wage:****27981 CUSTODIAN****HIGHER ED CENTER SAN YSIDRO****\$11.00**

UP TO 14.5 HRS/WK: MONDAY THROUGH FRIDAY 12PM TO 3:PM (SOME FLEXIBILITY). MAINTAIN CLEANLINESS OF CAMPUS FACILITIES INCLUDING: CLASSROOMS, STUDENT CENTER, BATHROOMS AND OUTSIDE FACILITY. DUTIES INCLUDE EMPTYING TRASH, CLEANING SURFACES, SWEEPIING FACILITIES, USING CLEANING PRODUCTS. REQUIRES BENDING, PUSHING, AND HEAVY LIFTING. JOB WILL BE AT SWC HIGHER ED CENTER SAN YSIDRO. MUST BE RELIABLE, MUST BE ENROLLED IN 6 UNITS.

11\_807025\_653000\_52340\_10

**27988 SPECIAL PROJECT ASST./GRADUATION****STUDENT ACTIVITIES****\$11.00**

UP TO 6 HOURS ON FRIDAY, MAY 25, 2018 FROM 1PM TO 7PM. ASSIST SWC STAFF WITH AN ARRAY OF DUTIES THAT DEAL WITH GETTING PARTICIPANTS (FACULTY AND STAFF) READY FOR THE SWC COMMENCEMENT CEREMONY (GRADUATION). REQUIRES GOOD COMMUNICATION SKILLS, TACT AND GOOD CUSTOMER SERVICES SKILLS. MUST BE DEPENDABLE, ORGANIZED AND COURTEOUS. MUST BE ENROLLED IN SIX UNITS. IF HIRED YOU WILL HAVE TO ATTEND A ONE HOUR MANDATORY PAID TRAINING SESSION (FREE LUNCH INCLUDED) ON TUESDAY, MAY 22, 2018.

11\_907030\_696000\_52340\_10