District Work Study (DWS)

Enrolled minimum 6 units

Tuesday, May 24, 2016 **Count** 4

Job ID	POSITION	DEPARTMENT	Wage:
26318	**PEER ADVISOR**	**OUTREACH**	$11

WORK UP TO 20 HRS/WK. .ADVISING AND RECRUITMENT. VISIT HIGH SCHOOLS, CONDUCT PRESENTATIONS. ASSIST WITH GUIDANCE,CAMPUS TOURS, EVENTS AND OTHER DUTIES AS ASSIGNED. A VALID CALIFORNIA DRIVER LICENSE IS REQUIRED. MUST HAVE YOUR OWN TRANSPORTATION. MUST BE AVAILABLE TWO FULL DAYS DURING THE WEEK. MONDAY AND WEDNESDAY 8AM TO 2:30 PM OR TUESDAY AND THURSDAY 8AM TO 2:30 PM. MUST BE ENROLLED MIN 6 UNITS. MUST APPLY IN PERSON. 11_904530_671000_52329_10

26417	**CLERK/TYPIST**	**HUMAN RESOUCES**	$10

15-19 HRS WK: FLEXIBLE: MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8AM TO 5PM. WE NEED ONE STUDENT TO WORK A.M. HOURS AND ONE STUDENT TO WORK P.M. HOURS. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING PHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS, AND TYPING 35 WPM. ABSOLUTELY NO WALK-INS AND NO PHONE CALLS PLEASE. HOW TO APPLY: PLEASE EMAIL RESUME ALONG WITH YOUR AVAILABLE TIMES TO WORK.. MUST BE ENROLLED IN MIN 6 UN ITS.
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26418	**GROUNDSKEEPER**	**GROUNDS**	$10

UP TO 20 HRS. PER WEEK. THREE POSSIBLE SHIFTS AVAILABLE: 6AM TO 9:15 AM, 9:30AM TO 11:30 AM AND 12 NOON TO 2:30 PM.. ASSIST W/UPKEEP OF CAMPUS GROUNDS AND WATERING, TRIMMING SHRUBS, DIGGING AND ADDITIONAL DUTIES.MUST BE ENROLLED IN AT LEAST THREE UNITS IN THE SUMMER SEMESTER AND SIX UNITS IN FALL AND SPRING SEMESTERS. 11_807040_655000_52340_10

26424	**CLERK/TYPIST**	**INSTITUTIONAL EFFECTIVENESS**	$10

20 HRS/WK. 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 AT LEAST 6 UNITS. EMPLOYMENT START DATE: MAY 31, 2016.
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