

Federal Work Study (FWS)

Friday, March 09, 2018

Count 1

Notice: These jobs cannot be emailed. Must pick up the referral sheet in person at Student Employment Office.
Must also have Financial Aid.

Job ID	Position	DEPARTMENT/COMPANY	City:
27900	CLERK/TYPIST	SWC EVALUATIONS	Chula Vista

10 HRS/WK 12pm to 2:00 PM. 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 35 WPM TYPING. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED MIN. 6 UNITS.

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