

Federal Work Study (FWS)

Tuesday, May 22, 2018

Count 8

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:
27950	CLERK/TYPIST	SWC HIGHER ED CENTER SAN YSIDRO	San Ysidro
<p>10 -12 HRS. PER WEEK. MONDAY THROUGH THURSDAY BETWEEN THE HOURS OF 9AM AND 3PM. 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. LOOKING FOR SOMEONE BILINGUAL SPANISH/ENGLISH WITH EXCELLENT CUSTOMER SERVICE SKILLS AND KNOWLEDGE OF MICROSOFT OFFICE SUITE. JOB LOCATION IS AT SWC HIGHER ED CENTER IN SAN YSIDRO. MUST BE ENROLLED IN 6 UNITS AND MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID. FWS 12_982320_601000_52341_30</p>			
27951	CUSTODIAL	SWC CUSTODIAL/MAINT/GARAGE ROO	Chula Vista
<p>15 HRS/WK, HOURS BETWEEN 8 AM TO 12PM. MAINTAIN CLEANLIINESS OF CAMPUS FACILITIES SUCH AS; CLASSROOMS, CAFETERIA AND BATHROOMS. REQUIRES BENDING AND HEAVY LIFTING. THIS JOB IS PRIMARILY TO CLEAN THE MEN'S RESTROOMS, MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN MIN 6 UNITS. 12_982310_653000_52341_10</p>			
27963	CLERK TYPIST	SWC CAREER CENTER (ROOM S206)	Chula Vista
<p>15 HRS/WK. MONDAY AND WEDNESDAY 12PM TO 4PM, TUESDAY AND THURSDAY 3PM TO 6:30 PM. PROVIDE EXCELLENT FRONT DESK CUSTOMER SERVICE SUPPORT BY ANSWERING PHONES, FILING, DATA AND OTHER DUTIES AS ASSIGNED. MUST BE CUSTOMER FOCUSED AND UPHOLD GREAT COMMUNICATION SKILLS. MUST HAVE BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED MIN 6 UNITS. 12_982310_647000_52341_10</p>			
27966	CLERK/LAB AIDE	SWC STUDENT ACTIVITIES	Chula Vista
<p>10 HRS/WK TUESDAY AND THURSDAY BETWEEN 8AM AND 6:30 PM. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, MUST HAVE GOOD COMPUTER SKILLS, AND TYPING SPEED OF 35 WPM. MUST HAVE GOOD COMPUTER SKILLS AND ABILITY TO MULTI-TASK IN A FAST PACE ENVIRONMENT. MUST BE DEPENDABLE. MUST BE ENROLLED MIN 6 UNITS. DURING SUMMER SEMESTER AND 6 UNITS IN FALL AND SPRING. PLEASE CALL TO SCHEUDLE AN APPOINTMENT TO COMPLETE THE REQUIRED APPLICATION. START DATE: SPRING 2018 SEMESTER. 12_982310_696000_52341_10</p>			

Job ID	Position	DEPARTMENT/COMPANY	City:
27978	LAB AIDE/TECH	SWC MATH/SCI/ENG	Chula Vista
<p>10 HRS/WK. MONDAY THROUGH THURSDAY 8AM TO 10 AM. ASSIST IN CLASSROOMS, LOCKER ROOMS, COMPUTER LABS, OR MATH/SCIENCE LABS. DUTIES MAY INCLUDE ASSISTING STUDENTS, MAINTAINING LAB SUPPLIES AND EQUIPMENT. OTHER DUTIES AS ASSIGNED. MAY REQUIRE SUCCESSFUL COMPLETION OF CLASSES SPECIFIC TO SUBJECT AREA. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN SIX UNITS. 12_982310_040100_52341_10</p>			
28019	CLERK TYPIST	SWC STUDENT EMPLOYMENT SERVICES	Chula Vista
<p>UP TO 15 HRS/WK. MONDAY THROUGH THURSDAY, 8AM TO 11:30 AM. NEED STUDENT TO PROVIDE FRONT DESK CUSTOMER SERVICE AND SUPPORT BY ANSWERING PHONES, SETTING APPOINTMENTS, FILING, DATA ENTRY AND OTHER DUTIES AS ASSIGNED MUST BE DEPENDABLE AND HAVE TOP CUSTOMER SERVICE SKILLS. REQUIRED: BE ENROLLED IN AT LEAST 6 UNITS. DROP OFF A COPY OF YOUR SWC SUMMER 2018 SEMESTER CLASS SCHEDULE AND YOUR RESUME. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID. FWS 12_982310_647000_52341_10</p>			
28020	CLERK/TYPIST	SWC ASSESSMENT	Chula Vista
<p>10 HR/WK. LOOKING FOR STUDENTS THAT ARE AVAILBLE BETWEEN 12 PM AND 6:30 PM.. 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 ABLE TO COMMUNICATE EFFECTIVLEY. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED 6 UNITS. 12_982310_632000_52341_10</p>			
28023	CLREK TYPIST	SWC BUSINESS & TECHNOLOGY	Chula Vista
<p>20 HOURS PER WEEK. SEEKING MORNINGS TUESDAY AND THURSDAY AND POSSIBLY MON. WED AND FRI. AFTERNOON OR EVENING. 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 HAVE BEEN AWARDED FEDERAL FINANCIAL AID AND ENROLLED MIN 6 UNITS.PLEASE SUBMIT RESUME. JOB START DATE WILL BE MAY 28, 2018. 12_982316_601000_52341_10</p>			