Evergreen Valley College – Financial Aid Office
3095 Yerba Buena Road  San Jose, California 95135  (408) 270-6460

FEDERAL WORK STUDY JOB ANNOUNCEMENT

Job Title:  Department Helper (Admissions & Records)

Duties:
- Light clerical duties, including the following
- Filing, and pulling files
- Photocopying and Faxing
- Assemble packets, type labels
- Mail pick up and distribution
- Answer general questions about the clinic
- General office duties
- Must be eligible for Federal Work-Study

Additional duties (not included in job description):
Command of Vietnamese Language for translation at A&R front counter, or over the phone

Number of positions:  4

Department: Admissions & Records

Work Location (room # or area): A&R

Desired number of hours per week:  10-15

Duration:  
- [ ] Fall Only
- [ ] Spring Only
- [ ] Fall & Spring
- [x] Academic Year

Contact information to set up interviews

Name: Tiffani Lam  Phone #: 408 270 6430

Email: tiffani.lam@evc.edu (preferred method of contact)