FEDERAL WORK STUDY JOB ANNOUNCEMENT

Job Title: Department Helper

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

Additional duties (not included in job description):
Assist tool room personnel with organizing and maintaining module bins
Engraving tools with EVC lettering, etc.
Maintain shop area.

Number of positions: 2

Department: Automotive

Work Location (room # or area): Toolroom or office.

Desired number of hours per week: 16

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

Contact information to set up interviews

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