Job Title: Department Helper (Business Services)

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

Additional duties (not included in job description):
Business Major a plus

Number of positions: 2

Department: Business Services

Work Location (room # or area): AC-115

Desired number of hours per week: 20

Duration: ☑️ Fall Only
☐ Spring Only
☐ Fall & Spring
☐ Academic Year

Contact information to set up interviews

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