Job Title: Business and Workforce Department Helper 2

Duties: Filing, sorting and clerking papers, copying; preparing materials for meetings, doing errands. Enter information on paper forms and Excel spreadsheets.

Additional duties (not included in job description):

Number of positions: 2

Department: Business and Workforce

Work Location (room # or area): A5-206

Desired number of hours per week: 10-15

Duration: Fall Only
Spring Only
Fall & Spring
☒ Academic Year

Contact information to set up interviews

Name: Henry Gee/Vivian Yabumoto
Phone #: 6227

Email: henry.gee@evc.edu, vivian.yabumoto@evc.edu