Job Title: Department Helper (Business and Workforce)

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 General office duties
o Must be eligible for Federal Work-Study

Additional duties (not included in job description):
Experience with Microsoft Office; Word, Excel and Publisher
Assist in the preparation of events for the division; planning, coordinating, promoting and follow-up.
Assist with the creation of marketing materials.

Number of positions: 1

Department: Business and Workforce

Work Location (room # or area): LE-220

Desired number of hours per week:

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

Contact information to set up interviews

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