FEDERAL WORK STUDY JOB ANNOUNCEMENT

**Job Title:** DSP Department Helper

**Duties:** Assist Program Assistant at front desk with student questions, intake, and appointments. Assist Program Assistant with answering phones, scheduling various appointments (counselor, tutoring, testing, etc), making labels, creating files, data entry, filing, and making copies.

**Additional duties (not included in job description):**
If needed, assist in test proctoring, and running on-campus errands, such as going to the Mail Room.

**Number of positions:** 1-3

**Department:** Disabilities Support Program (DSP)

**Work Location (room # or area):** SC 120

**Desired number of hours per week:** 20 / 9:00am-1:00pm or 1:00pm-4:00pm MTWTH

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

**Contact information to set up interviews**

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