Job Title: Department Helper

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

Additional duties (not included in job description):

Number of positions: 1 or 2

Department: Office of Academic Support

Work Location (room # or area): SC206

Desired number of hours per week: 20

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

Contact information to set up interviews

Name: Lauren McKee
Phone #: 408-274-7900 ext. 6515
Email: Lauren.McKee@evc.edu