Job Title: Laboratory Helper (ESL Lab)

Duties:
* Assist students in the ESL computer lab with basic software questions and problems
* Help students with using Timekeeper & filling out record sheets
* Check student folders for progress updates
* Help with student orientations
* Help with basic clerical tasks such as filing and typing, as needed
* Must have basic computer skills
* Must be patient & detailed-oriented
* Must be able to interact comfortably with a wide variety of people

Additional duties (not included in job description):
N/A

Number of positions: 4

Department: Language Arts -- ESL Lab

Work Location (room # or area): SC-125

Desired number of hours per week: 10

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

Contact information to set up interviews

Name: Brittany Long
Phone #: 274-7900 ext. 6608

Email: Brittany.Long@evc.edu