Job Title: English Instructor Helper

Duties:
- Help Instructor prepare in class assignments
- Help prepare and collect homework
- Help grade papers
- Mail pick up
- Assist Instructor in organizing paperwork and assignments
- Must be eligible for Federal Work-Study

Additional duties (not included in job description):
Input data on Excel spreadsheets and Gradekeeper program.
Must have completed English 1A with at least a B (A grade preferred)
Must be fluent in English, including excellent reading, writing and speaking skills

Number of positions: 1

Department: English/ Language Arts

Work Location (room # or area): Varies SC 101, SC 125, R222, etc.

Desired number of hours per week: 10

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

Contact information to set up interviews

Name: Nita Martin       Phone #: 650-245-7802
Email: Nita.martin@evc.edu