Job Title:  Department Helper (Fiscal Services)

Duties:
Light clerical duties, including the following:
- Filing and pulling files.
- Photocopying and scanning.
- Assemble folders, type labels.
- Organize, batch, package paperwork.
- General Office Duties.

Additional duties (not included in job description):
- Must be eligible for FWS.
- Must attend the FWS Orientation.

Number of positions:

Department: Fiscal Services

Work Location (room # or area): District Office

 Desired number of hours per week: 20

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

Contact information to set up interviews

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Email: linda.wilczewski@sjecccd.edu