Job Title:  Department Helper (Language Arts)

Duties:
Assist with arranging and conducting interviews/oral histories from volunteer faculty
Assist with compiling information collected from interviews into a cohesive oral history collection
Assist with placing collection on a web page
Light filing
Light typing
Deliver mail

Additional duties (not included in job description):
Excellent communication skills - written and verbal

Number of positions:  1-2

Department:  Language Arts Division

Work Location (room # or area):  RE206

Desired number of hours per week:  10-20

Duration:  Academic Year

Contact information to set up interviews

Name:  Catherine Kost  Phone #:  408-223-6775

Email:  catherine.kost@evc.edu