FEDERAL WORK STUDY JOB ANNOUNCEMENT

Job Title: Laboratory Helper (Language Arts)

Duties: 1. Correct all lab students assignments using provided answer keys.
2. Assist lab staff with clerical duties such as copying, filing, and errands
3. Repair and maintain lab books
4. Monitor neatness of lab

Additional duties (not included in job description):
Must have completed English 1A with C or better or currently enrolled
Must be proficient in Microsoft word
Able to communicate effectively in English
Attention to detail
Friendly and courteous attitude

Number of positions: 2

Department: Language Arts

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

Desired number of hours per week: 10-20

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

Contact information to set up interviews

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