Job Title: Department Helper

Duties:
- Light clerical duties, including the following
- Filing, and pulling files
- Photocopying and Faxing
- Assemble packets, type labels
- Mail pick up and distribution
- Answer general questions about the office
- General office duties
- Must be eligible for Federal Work-Study

Additional duties (not included in job description):
- Posting door notices for instructor absences
- Refilling copy machines with paper
- Putting away / restocking supplies
- Running errands to other offices on campus

Flexible time schedule, but need all 4 days (Mon, Tues, Wed & Thurs)

Number of positions: 1

Department: Math, Science & Engineering Division Office

Work Location (room # or area): SA-212

Desired number of hours per week: 20

Duration: ☑️ Academic Year

Contact information to set up interviews

Name: Vera Nazarov
Phone #: (408) 270-6490
Email: vera.nazarov@evc.edu