Job Title: Instructor Helper

Duties: Computer skills (Typing information on Word, Excel, Power Point, and others. Filling and writing some class information on handouts, etc.

Additional duties (not included in job description):
Answering calls or e-mails
Equipment support for some of my classes

Number of positions: 1

Department: PEAK (Physical Education, Athletics and Kinesiology)

Work Location (room # or area): Physical Education Building (PE202G)

Desired number of hours per week: 10-20 hours

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

Contact information to set up interviews

Name: Minerva Duke
Phone #: 408-274-7900 X6663

Email: minerva.duke@evc.edu