Job Title: Service Learning Department Helper

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

Additional duties (not included in job description):
* Assist students with filling out their Service-Learning forms
* Pick up Service-Learning forms from classrooms
* Help with special departmental projects as needed

Number of positions: 2

Department: Center for Service-Learning and Public Service

Work Location (room # or area): RD-216

Desired number of hours per week: 10-15 Hours

Duration: ☑️ Fall & Spring
          ☐ Fall Only
          ☐ Spring Only

Contact information to set up interviews

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