Job Title:  Department Helper (Office of Student Life)

Duties:
1) Answer telephone and provide information in accordance with department, program or district policy.
2) Receive, screen and/or direct visitors and telephone calls coming to the office and deliver messages.
3) Assist in the planning and carrying out the activities and procedures of the office.
4) Assist with managing the vendor calendar by scheduling campus visits.

Additional duties (not included in job description):
The Office of Student Life (OSL) is responsible for planning and coordinating activities that entertain and educate the student body. The OSL interfaces with internal and external organizations regularly in planning events.

The OSL is seeking a student with the following:
Strong communication skills, organizationals skills, and customer service skills to assist the Director with the day-to-day operations.

Number of positions:  1

Department:  Office of Student Life

Work Location (room # or area):  Gullo I and campus-wide

Desired number of hours per week:  15-20

Duration:  
- [ ] Fall Only
- [ ] Spring Only
- [x] Fall & Spring
- [ ] Academic Year

Contact information to set up interviews

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