Job Title:  Department Helper (Teaching & Learning Center/Counseling)

Duties:
Office duties to include: filing catalogs, organizing and maintaining library, printing documents, picking up mail, answering and or making calls and labeling files.

Additional duties (not included in job description):
Phone calls to Bilingual Spanish speaking students. Assist with typing announcements/flyers in both English and Spanish. Other light office duties as assigned.

Number of positions:  1

Department:  Teaching and Learning Center/Counseling

Work Location (room # or area): LE 222 and Counseling department

Desired number of hours per week:  10

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

Contact information to set up interviews

Name: Elaine Ortiz Kristich  Phone #: 407 274-7900 ext. 6680 or 6275

Email: elaine.ortiz-kristich@evc.edu