Job Title: YESS Program Helper

Duties: The Work-Study assignment is a profession training position. It is design to give Evergreen Valley College students an opportunity to gain work experience, secure professional references, learn office decorum, work and study in the same environment, experience a professional atmosphere and earn money. This is intended to be a paid professional training opportunity. General duties include:

• Greeting students
• Answering general questions
• Answer the phone and take messages for program.
• Assist students, staff and faculty in the use of the various computer programs located in the center
• Assist program in keeping the bulletin boards organized and up-to-date.
• Assist students, staff and faculty in locating textbooks and completing check out forms.
• Assist in publicizing events by creating, addressing and posting materials on the bulletin boards around campus.
• Assist sending out mailings on campus and off.
• Get the mail from Reprographics once a day.
• Keep the books, located in the center, in proper order.
• Schedule appointments for staff.
• Type letters as requested
• Using the copier machine, make copies as requested

• Filing and alphabetizing records

Number of positions: 2

Department: YESS Program/ FKCE

Work Location (room # or area): SC110

Desired number of hours per week: 20

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

Contact information to set up interviews

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