

Colvin Adult Learning Center

Supervisor: Maria Fe Laguitan

Positions: 2

Job Duties:

As part of a busy office, you will have various duties listed below. This is a pleasant office to work in and you will have an opportunity to meet all the English as a Second Language Instructors and General Education Development Instructors.

The Work Study Position is expected to:

- Report on time for scheduled work hours
- Answer telephone
- Greet and assist all persons coming into the office
- Bulk mailings
- Use copier and fax machines
- Pick-up and/or deliver work on the SCCC campus
- Proof documents
- Computer work as needed
- Collect information from potential students
- Other duties as assigned

Special skills or knowledge you need:

- Bilingual (English/Spanish)
- Pleasant attitude
- People skills
- Willingness to assist professors and students
- Accuracy in typing
- Proofreading skills, attention to detail
- Telephone etiquette
- Computer skills

Skills you will develop:

You will learn to work and communicate with instructors and students as well as the public. Professionalism in talking with others in person or by phone will benefit you in future jobs. Office work will help you learn organizational skills and increase your knowledge of office machines, office procedures, computer experience in Word and Excel, and providing a pleasant work environment.

Hours: 10 hours per week

Location: Colvin Adult Learning Center