

**Career Services Online
Job Posting Information Sheet
FWS/TWS/Part-time**

Date:	Ongoing	Department:	Student Success Center
Job Title To Be Filled	Office Assistant	# of Available Positions	
Job Location:	Student Success Center C21- Lee Davis Library	Wage/Salary:	\$7.25/hr.
Work Schedule: [i.e.: M-F 8:00am to 5:00pm]	Must have at least 10 hours of availability during these hours: Mon-Thu: 7:30 AM-9:00PM Fri: 7:30AM-3:00PM Sat: 10:00AM-2:00PM Sun: 1:00 PM – 5:00 PM	Position Type: [i.e.: full-time, part-time, FWS, TWS, Intern]	FWS
Hours per Week:	Between 10 and 19.5 hrs. (dependent on availability)		
Application Instructions: [i.e.: include resume attachment, transcript, etc.]	Applicant must go to www.myinterfase.com/sjcd/student to create and submit a student profile. Once the profile has been completed, click on RESOURCE LIBRARY to complete the online application.		
Supervisor Profile:			
Supervisor's Name: Dawn Shedd Email: dawn.shedd@sjcd.edu Fax: Please scan and e-mail anything that would need to be faxed. Ext: 1619			
Job Description			
<p>Duties: Greet students, log students in and out, check in and out resources, light cleaning, answer phones, assist tutors in navigating to students in need of help, as well as other duties as assigned by the Director.</p> <p>Skills/Qualifications: The tutoring center is a fast paced environment; multi-tasking is needed. Applicants should have customer service skills, general knowledge of Microsoft Office, and be able to lift 20 pounds. The ability to type 20-30 wpm is preferred.</p> <p><i>[NOTE: Career & Employment Center Office Use Only]</i></p>			
Password:		Job I.D	
User ID:		Contact:	
Last Updated By:		Date/Time:	