

# District Work Study (DWS)

Enrolled minimum 6 units

Tuesday, January 27, 2015

Count 4

## Job ID POSITION

## DEPARTMENT

## Wage:

### 24124 PUBLIC SAFETY ASSISTANT (PSA)

CAMPUS POLICE

\$9

We are looking for 5-8 students to work the morning hours, anytime between 6am and 2pm. Work days are Monday thru Saturdays up to 20 Hrs/per wk. JOB DUTIES: Assist campus police officers w/general campus patrols in the district parking lot areas, and/or higher education center locations. Issue district parking citations, perform battery jumps, vehicle lockout service, traffic control, escorts and other duties as assigned. REQUIRMENTS: Must be enrolled in minimum 6 units. Have & maintain a valid CA drivers license, and a suitable driving record which complies w/the districts vehicle insurance carrier. A minor, background investigation will be completed prior to hiring to determine moral character. PROJECT 12\_808020\_695000\_52340\_10

### 25025 STUDENT PREPAREDNESS ASST. (S.E.P.A)

CAMPUS POLICE

\$10

20HRS/WK. SCHEDULE VARIES. DUTIES: PROVIDE ASSISTANCE & SUPPORT TO SWC DISTRICT IN PREPARING/MANAGING FOR A CRITICAL EMERGENCY INCIDENT.ASSIST IN THE RECOVERING STAGES FROM CRITICAL OR EMERCEY INCIDENTS.MUST BE ABLE TO REACT CALMLY & EFFECTIVELY DURING EMERGENCIES, STRONG LEADERSHIP/TEAM WORKING SKILLS.ABILITY TO RECRUIT, TRAIN & ORGANIZE PEOPLE FOR A COMMON PURPOSE. REQTS: AT LEAST 18YRS OF AGE, MUST HAVE A VALID CA DRIVER'S LICENSE W/CLEAN RECORD.MUST HAVE A CLEAN CRIMINAL RECORD & MUST BE ENROLLED IN 6 UNITS STUDENTS WILL FUNCTION AS PSA'S & SEPA WORKERS.HIRED STUDENTS WILL BE PROVIDED EXTENSIVE (S.E.P.A)TRAINING. HOW TO APPLY: EMAIL COMPLETED APPLICATION. 12\_808012\_677000\_52326\_10

### 25110 CLERK/TYPIST

STAFF DEVELOPMENT

\$9

10 HRS. PER WEEK: MONDAY AND WEDNESDAY 8AM TO 1PM (FIRM) . PROVIDE CLERICAL SUPPORT SUCH AS FILING, ANSWERING PHONES, AND COPYING. SCAN/CHECK STAFF ID CARDS, DELIVER DOCUMENTS, STOCK AND SORT SUPPLIES. OTHER DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS AND TYPING SPEED OF 35 WPM. MUST BE ENROLLED IN 6 UNITS. APPLY IN PERSON WITH RESUME AND COVER LETTER.

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**Job ID POSITION****DEPARTMENT****Wage:****25157 PEER ADVISOR****DISABILITY SUPPORT SVCS****\$11.00**

15 HOURS PER WEEK, MUST BE AVAILABLE TO WORK MORNING OR EARLY AFTERNOONS WHILE HIGH SCHOOLS ARE IN SESSION AND A FEW EVENING HOURS AS NEEDED. ASSIST ADVISOR IN RECRUITMENT. VISIT HIGH SCHOOLS, ASSIST WITH GUIDANCE, TOURS, EVENTS AND OTHER DUTIES AS ASSIGNED. MUST HAVE A VALID CA DRIVER LICENSE (REQUIRED) AND MUST BE ENROLLED IN SIX UNITS. MUST HAVE OWN TRANSPORTATION. MUST APPLY IN PERSON. MUST BRING RESUME AND LETTERS OF RECOMMENDATION TO DSS OFFICE TO SCHEDULE AN INTERVIEW FOR THE POSITION. 12-903505-642000-52340-10