

Federal Work Study (FWS)

Wednesday, July 19, 2017

Count 5

Notice: These jobs cannot be emailed. Must pick up the referral sheet in person at Student Employment Office.
Must also have Financial Aid.

Job ID	Position	DEPARTMENT/COMPANY	City:
26900	CUSTODIAL	SWC CUSTODIAL/MAINT/GARAGE ROOM	Chula Vista
15 HRS/WK, 8AM TO 11AM MONDAY THROUGH FRIDAY. LOOKING FOR A FEMALE APPLICANT TO ASSIST IN CLEANING THE WOMEN'S RESTROOMS. MAINTAIN CLEANLINESS OF CAMPUS FACILITIES SUCH AS; CLASSROOMS, CAFETERIA AND BATHROOMS. REQUIRES BENDING AND HEAVY LIFTING. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN MIN 6 UNITS. 12_982310_653000_52341_10			
27296	CLERK TYPIST	SWC BUSINESS & TECHNOLOGY	Chula Vista
LOOKING FOR SOMEONE THAT WILL BE ABLE TO WORK THROUGH THE SUMMER SEMESTER. 16 HOURS PER WEEK. MONDAY AND WEDNESDAY 8 HOURS EACH DAY. SEEKING MORNINGS TUESDAY AND THURSDAY AND POSSIBLY MON. WED AND FRI. AFTERNOON OR EVENING. . PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS AND EXCELLENT COMMUNICATION SKILLS, AND TYPING SPEED OF 35WPM. MUST HAVE BEEN AWARDED FEDERAL FINANCIAL AID AND ENROLLED MIN 6 UNITS.PLEASE SUBMIT RESUME. 12_982316_601000_52341_10			
27404	CLERK TYPIST	SWC STUDENT EMPLOYMENT SERVICES	Chula Vista
SUMMER HELP WANTED! UP TO 15HRS/WK. WORK SHIFT: 2:30 PM TO 6:30 PM. PROVIDE CLERICAL SUPPORT SUCH AS DATA ENTRY, FILING, MAKING COPIES, ANSWERING TELEPHONES AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF MS OFFICE PROGRAMS, BASIC COMPUTER SKILLS, AND TYPING SPEED OF 35 WPM. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN 6 UNITS. PLEASE EMAIL OR DROPPED OFF YOUR RESUME TO: SES@SWCCD.EDU. NO PHONE CALLS.. FWS 12_982310_647000_52341_10			
27415	CLERK/NON TYPIST	SWC ADMISSIONS	Chula Vista
10-15 HRS. PER/WK . MORNING HOURS NEEDED. MAIN RESPONSIBILITY TO ANSWER INCOMMING TELEPHONE CALLS. PROVIDE CLERICAL SUPPORT SUCH AS: FILING, ANSWERING PHONES, AND COPYING. OTHER CLERICAL DUTIES AS ASSIGNED. THIS POSITION REQUIRES EFFECTIVE COMMUNICATION SKILLS IN ENGLISH TO ANSWER HIGH VOLUME OF INCOMIING PHONE CALLS. LOOKING FOR SOMEONE WITH CUSTOMER SERVICE EXPERIENCE. MUST HAVE ALREADY BEEN AWARED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN 6 UNITS. 12_982310_621000_52341_10			

Job ID	Position	DEPARTMENT/COMPANY	City:
27454	CLERK/TYPIST	SWC PAYROLL	Chula Vista

10 HRS/WK. PROVIDE CLERICAL SUPPORT SUCH FILING, MAKING COPIES, ANSWERING TELEPHONES AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS, AND TYPING SPEED OF 35 WPM. MUST BE ENROLLED IN SIX UNITS AND AWARDED FINANCIAL AID.

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