

Federal Work Study (FWS)

Thursday, February 08, 2018

Count 2

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:
27844	CLERK/TYPIST	SWC MATH/SCI/ENG	Chula Vista
<p>10 HRS/WK. MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 7AM AND 6:30 PM. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWERING TELEPHONES, AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS (WORD/EXCEL/OUTLOOK) AND TYPING SPEED OF 35 WPM. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED IN MIN 6 UNITS. YOU WILL NEED TO BRING PROOF OF BEING ENROLLED IN AT LEAST SIX UNITS AND YOUR FEDERAL FINANCIAL AID AWARD LETTER. CALL TO SCHEDULE AN APPOINTMENT. EMPLOYMENT WILL BEGIN ON JANUARY 8, 2017. NO WALK-INS PLEASE. BUDGET# 12_982313_601000_52341_10</p>			
27869	CLERK/TYPIST	SWC LANGUAGES/LITERATURE & HUMA	Chula Vista
<p>10 HRS P/WK. MONDAY THROUGH THURSDAY 8AM TO 10:30 AM. PROVIDE CLERICAL SUPPORT SUCH AS FILING, MAKING COPIES, ANSWER PHONES AND OTHER RECEPTIONIST DUTIES AS ASSIGNED. REQUIRES KNOWLEDGE OF OFFICE MACHINES, GOOD COMPUTER SKILLS, AND TYPING SPEED OF 35WPM. MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID AND MUST BE ENROLLED MIN 6 UNITS. PLEASE CALL FOR AN APPOINTMENT. NO WALK-INS PLEASE. RESUME REQUIRED. FWS 12_982317_601000_52341_10</p>			