

# Federal Work Study (FWS)

Tuesday, April 17, 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:
<b>27947</b>	<b>CLERK/TYPIST</b>	<b>SWC LANGUAGES/LITERATURE &amp; HUMA</b>	<b>Chula Vista</b>
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			
<b>27950</b>	<b>CLERK/TYPIST</b>	<b>SWC HIGHER ED CENTER SAN YSIDRO</b>	<b>San Ysidro</b>
10 -12 HRS. PER WEEK. MONDAY THROUGH THURSDAY BETWEEN THE HOURS OF 9AM AND 3PM. 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 TYPING SPEED OF 35 WPM. LOOKING FOR SOMEONE BILINGUAL SPANISH/ENGLISH WITH EXCELLENT CUSTOMER SERVICE SKILLS AND KNOWLEDGE OF MICROSOFT OFFICE SUITE. JOB LOCATION IS AT SWC HIGHER ED CENTER IN SAN YSIDRO. MUST BE ENROLLED IN 6 UNITS AND MUST HAVE ALREADY BEEN AWARDED FEDERAL FINANCIAL AID. FWS 12_982320_601000_52341_30			