Job Position Announcement

Hiring Department: Business Office - LAVC

Location:

Student Union – Business Office, Room# 143

Contact person: Robert A. Medina, College Financial Administrator

Telephone/extension: (818) 778-5787 Email: medinara@lavc.edu

Position title: STUDENT WORKER

Days/Hours needed:

Preferred M – F 8AM – 12PM, or

M – F 12PM – 4PM, Also flexible

List of Job duties:

Answering phone calls as needed, copying, scanning, filing documents, picking up and sorting mail.