**Job Position Announcement**

Hiring Department: Continuing Education/Computer LAB

Location (Building and Room #) online

Contact person: Rosie Aydedjian

Telephone/extension: 818 522-7211 Email: aydedjv@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

Tuesdays and Wednesdays 11:30 – 3:30pm

Thursdays 11:30 – 1:30pm

Thursday evenings 6:00 – 8:00pm

Fridays 8:00 – 12:00pm

**List of Job duties:** Assist students with word, excel, powerpoint, email, internet and keyboarding.