**Job Position Announcement**

Hiring Department: Dual Enrollment High School Outreach

Location (Building and Room #): Admin 1

Contact person: Frances Chmielewska

Telephone/extension: x 2490 Email: chmielfa@lavc.edu

**Position title: STUDENT WORKER Days/Hours needed: TBD**

**List of Job duties:**

* Answer routine questions about LAVC
* Provide information to prospective students
* Assist students with college application, enrollment , and various forms
* Assist with college fairs, registration fairs, and senior days