Job Position Announcement

Hiring Department: CREDIT ESL

Location: HUM 109

Contact person: DR. RS HUBBARD

Telephone/extension: 805.328.5189 Email:

# HUBBARRS@LACCD.EDU

Position title: STUDENT WORKER Days/Hours needed: 10-15 HOURS/WK

List of Job Duties: The Help Desk Assistant is available during Help Desk hours to answer questions from students and others, help students find and enroll in classes, work with the Counseling Dept. to solve student problems, and help the Dept. Chair and ESL faculty with various related issues. The Help Desk Assistant will use their language skills (including English and other languages), organizational skills, and computer/web-search.

Skills to interact effectively with students, staff, faculty, and others to communicate via email, telephone, in-person, and ZOOM