**Job Position Announcement**

Hiring Department: Financial Aid office

Location: Student Services 1st floor

Contact person: Yelena Mayilyan

Telephone/extension: 818 947 2412 Email: financialaid@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

M-F 8-4:30 or 10-6:30. Max 20 hours per week.

**List of Job duties:**

Assist with entry level business functions, customer service, workshops related to Financial Aid for student success. Assist with front counter functions, answering student questions in-person and via phone, assisting students with the application process and correspondence via email with students.