**Job Position Announcement**

Hiring Department: Foundation

Location: ACA 2201

Contact person: Ronya Waters

Telephone/extension: 818 947 2619 Email: watersre@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

M, W, F 10-2 or any of these times that work for the student.

**List of Job duties:**

General office duties including, filing, answering phones, light data entry. Position will learn fundraising and general office procedures.