**Job Position Announcement**

Hiring Department: Academic Resource Center/General Tutoring Center

Location (Building and Room #) LARC213 Contact person: Lily Salter or Fay Sheikholeslami

Telephone/extension: 2795 or 2810 Email:salterkc@lavc.edu or sheikhf@lavc.edu

**Position title: Program Assistant Days/Hours needed: Flexible**

**List of Job duties:**

**Responsible for handling front desk and administrative duties, including but not limited to:**

* **Providing support for the ARC Information Desk, which will include answering questions about ARC Online Services.**
* **Check-in in and out students using our tracking software**
* **Answering phone calls, inquiries about the services offered**
* **Filing and generating reports**
* **Participating in staff meetings and trainings - Keeping the workstations and lab clean - Training will be provided.**
* **NOTE: All work will be performed in-person on Campus in LARC**

**213. (If you cannot work in-person, please do not apply.)**