**Job Position Announcement**

Hiring Department: High School Outreach & Recruitment

Location: Admin 1 Contact person: Frances Chmielewska

Telephone/extension: x2490 Email: [chmielfa@lavc.edu](mailto: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