**Job Position Announcement**

Hiring Department: M&O Front Office

Location: Front Office

Contact person: Juan Catalan

Telephone/extension: 818-947-2991 Email: catalajc@lavc.edu

**Position title: STUDENT WORKER**

**Days/ Hours needed:**

Monday -Friday 8am-12pm (Flexible)

**List of Job duties:** Answer phone calls, answer walkie talkie radios, and assist with office work such as filing and copying.