**Job Position Announcement**

Hiring Department: Mailroom

Location: ACA 1709

Contact person: Jonathan Hooker

Telephone/extension: 818-947-2609 Email: hookerjg@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

Monday-Thursday 8am-3pm. Can be flexible.

**List of Job duties:**

-Greet faculty/staff/student workers when they come into the Mailroom

-Receive mail from USPS/Receiving

-Assist faculty in retrieving mail as needed

-Answer telephone as needed