**Job Position Announcement**

Hiring Department: Nursing

Location (Building and Room#) Nursing AHS 100

Contact person: Preethamol Puthiakunnel

Telephone/extension: 2559 Email: puthiapj@laccd.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:** Monday through Friday, flexible hours

**List of Job duties:** Communicating with faculty, staff and students electronically.

Assisting staffs for monthly meetings, developing flyers, helping the staff with skills packs, assist the ordering supplies, customer service, and organizing files.