**Job Position Announcement**

Hiring Department: First Year Experience/Promise

Location: Student Services Center (SSC) #130

Contact person: Cynthia Lopez

Telephone/extension: 818-778-5561 Email: lopezca3@lavc.edu

**Position title: STUDENT WORKER**

**Days Needed:**

**Monday, Tuesday, Wednesday, Thursday, Friday (flexible) Hours needed: Anytime between 8 AM - 4:30 PM (flexible) List of Job duties:**

Minimum Qualifications:

1. Have a 2.80 cumulative GPA or higher at LAVC.
2. Understanding of the Promise (or new student) requirements and components. 3. Computer proficiency with various technology platforms and programs (Word, Excel, Outlook, etc.) **or** willingness to learn, training will be provided.
3. Communicate effective both orally and in writing.
4. Be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

Job Duties:

1. Mentor first year Promise students on completing program components and their academic journey.
2. Connect with program participants in person or via Zoom, phone, text, or email.
3. Assist with program events, workshops, and meetings.
4. Maintain and update distribution lists of program participants.