**Job Position Announcement**

Hiring Department: Receiving Department

Location: M&O

Contact person: Hector Salazar

Telephone/extension: 818 947 2996 or 818 434 9972

Email: [SALAZAHM@LAVC.EDU](mailto:SALAZAHM@LAVC.EDU)

**Position title: STUDENT WORKER**

**Days/Hours needed: Flexible**

**List of Job duties:**

Answering phone, filing, logging in data.