**Job Position Announcement**

Hiring Department: Reprographics

Location: ACA 1701

Contact person: Jonathan Hooker

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

**Position title: STUDENT WORKER**

**Days/Hours needed:**

Monday-Thursday 1pm-7pm. Can be flexible.

**List of Job duties:**

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

-Assist with basic questions related to submitted copy requests

-Answer the telephone as needed

-Receive work requests and pass on to staff to process and run