**Job Position Announcement**

Hiring Department: **TAP/Honors**

Location (Building and Room #) **ACA 1414 and via Zoom**

Contact person: **Dr. Yih-Mei Hu**

Telephone/extension: **N/A** Email: **huy2@lavc.edu**

**Position title: STUDENT WORKER**

**Days/Hours needed: Flexible**

**List of Job duties:**

Administrative assistant to the TAP/Honors Director. Maintains files and database, phone calls, requires light typing and good computer skills. Be able to answer general questions about TAP/Honors Program requirements.