**Job Position Announcement**

Hiring Department: Veterans Resource Center

Location (Building and Room #) Student Services Center - Mosaic Center, 2nd Floor

Contact person: Krixa Lim

Telephone/extension: 818 947-2642 Email: limko@lavc.edu

**Position title: STUDENT WORKER Days/Hours needed:**

Monday to Friday; up to 20 hours/week between the hours of:

Mondays, 8-7pm Tuesdays, 8-4:30pm Wednesdays, 8-4:30pm Thursdays, 8-5pm Fridays, 8-12pm

**List of Job duties:**

* Answer phone calls and transfer calls
* check general email box and phone messages
* provide general information regarding Mosaic Center
* welcome students and guests to Mosaic Center at front desk area
* update bulletin boards and announcements
* assist with filing
* assist with scheduling counseling appointments for students
* contact students per instructions of staff and faculty for follow-up or for event announcements