**Job Position Announcement**

Hiring Department: Virtual Valley

Location: LARC (Library 2nd floor)

Contact person: Israel Ortiz

Telephone/extension: 818 947 2397 Email: ortizi@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

Flexible between 10:30am and 6:30pm Monday-Friday

**List of Job duties:**

Assist both students and instructors. Answer phones and respond to emails. Perform data input. Some experience with internet, office applications, and online classes is a plus.