**Job Position Announcement**

Hiring Department: Workforce training

Location AC A1301 (BOTA Program)

Contact person: Lynne Yonemoto

Telephone/extension: 818 947 2928 Email: yonemolm@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:**

Monday 9-12

Wednesday 9-12

6 hours total/week

**List of Job duties:**

* **Copying**
* **Cold calls**
* **Creating binders & filing with class contents**
* **Shredding**
* **Follow up on call received**
* **Must comply with vaccine/testing requirements to be implemented by the District in October to retain the position.**