**Job Position Announcement**

Hiring Department: Academic Resource Center - The Writing Center

Location (Building and Room #): LARC 229

Contact person: Jose Cancino (Writing Center Supervisor)

Telephone/extension: Email:cancinjl@lavc.edu

(818)391-8226

**Position title: Student Worker**

**Days/Hours needed:** Flexible

**List of Job duties:**

* Providing support for the ARC Information Desk, which will include answering questions about ARC Online Services and Writing Center Services.
* Check-in in and out students using our tracking software
* Answering phone calls, inquiries about the services offered
* Filing and generating reports
* Participating in staff meetings and trainings - Keeping the workstations and lab clean - Training will be provided.
* NOTE: All work will be performed in-person on Campus in LARC 229 or LARC 213.