

**Division: Adult Resource Center**

**E-mail: [plucas@dccd.edu](mailto:plucas@dccd.edu)**

**Direct Supervisor of Work Study Assistant: Pam Lucas**

**Number of Assistants Needed: 2**

**Start Date: Immediately**

**Schedule: M-F, 8am-5pm**

**Job Description:**

- **Performs routine clerical duties requiring fundamental knowledge of office systems or procedures; provides information and gives hand-outs**
- **Sorts and files records**
- **Answers telephone, conveys messages and runs errands**
- **Sorts and distributes mail**
- **Operates office machines**
- **Performs other duties as required**

**Skills Required:**

- **Graduation from high school or equivalent. No experience necessary. Some positions require typing. Oral communications skills to support interaction with varying levels of DCCCD staff, students and the general public.**