

Career Center Lab Assistant (Work Study)

1 position available

Morning Shift : 8 am-12 pm

After-noon Shift: 1 pm – 5 pm

Provide receptionist services for the Career Center to include: register new students, conduct orientations, assist students with resumes and job search as needed, monitor activities to ensure compliance with Center policies, maintain computerized and paper activity logs, and perform related tasks as assigned.

Requirements: Must be able to communicate and work well with students from diverse socioeconomic backgrounds and be able to use Windows XP Operating System, M.S. Word and Internet Explorer.

Contact: Pamela Lucas

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