DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-2012 WORK STUDY POSITION POSTING

DIVISION: Planning, Assessment and Research Office

CONTACT PERSON: Pamela Lucas

E-MAIL: plucas@dcccd.edu

ASSISTANTS NEEDED: _2__

START DATE: Immediately SCHEDULE: Negotiable (8AM – 5PM)

JOB DESCRIPTION:
Organize the SACS COC Library
Organize files and supplies
Other office duties assigned

SKILLS REQUIRED:
Good phone manners
Courteous
Typing
Filing
Some lifting (boxes and books)