

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2011-2012 Federal Work Study Job Vacancy Request

Division: Business, Public Service & Information Technology

Direct Supervisor of Work Study Assistant: Pam Lucas

E-mail: plucas@dcccd.edu

Number of Assistants Needed: 2

Start Date: ASAP Schedule: Morning/Afternoon-Evening/Night (Monday – Thursday: 8 a.m.–12 p.m., 1 -6 p.m.; Friday: 12-5 p.m.; Saturday: 8 a.m.-5 p.m.; Sunday: 1-5 p.m.)

Job Description: Good oral and written communication skills; can work well with others, self-motivating; can and will follow instructions; adaptive to changes; professional mannerism; willing to learn job duties; punctual for duty.

Duties: Will be working with students with computer or software difficulties, show students how to print and setup a print account; assist students that may not know the software to accomplish a desired task; keep printers filled with paper; change toner cartridges as needed; answer the telephone and record any phone messages; assign students to computer for use, and other duties as assigned by lab coordinator.

Skills Required: Intermediate knowledge of MS-Office 2007 or 2010 (Word, Excel, Access, PowerPoint), CS4, Windows XP, Windows 7, accessing eCampus, eConnect, El Centro Library site, Firefox, IE7/8, and other software as needed by students, faculty, or staff [THERE WILL BE A SHORT TEST ON MS-OFFICE 2007 APPLICATIONS].