



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2018-2019 AWARD YEAR**

1. Name of the position:
Clerical & Office Support / Work Experience & Internship Office
2. Supervisor and department name:
Carol Bernardo, Faculty Coordinator Work Experience & Internship Office
3. Contact number:
(916) 691-7533
4. Location/room number:
Business and Social Science Building room BS 106
5. Number of positions available:
2
6. Please describe the job duties:
Greets and communicates with students, faculty, staff, and the public to disseminate or explain information. Answers telephone and takes messages. Compiles, copies, sorts, and files student and program documents, records of office activities, transactions, etc. Computes, records, updates, and proofreads data, schedules and other information. Maintains and updates employer and student packets, various program flyers, job announcements and program information boards. Inventories and orders office supplies.
7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):
Intermediate computer knowledge of Microsoft Word and Excel, PowerPoint, Email and Internet usage. Experience with Microsoft Publisher a plus. Knowledge of administrative and clerical procedures and systems such as: filing and records management systems, forms, and other office procedures and terminology; principles and processes for providing customer services. Skill in understanding written sentences and paragraphs in work related documents; communicating effectively with others orally and listening to what other people are saying and asking questions as appropriate. The ability to operate modern office equipment; learn, interpret, and apply specific rules and policies with good judgment. Perform mathematical calculations quickly and correctly.
8. List days/hours needed, unless it's flexible:
Flexible work hours - will work around the student's school schedule
Please email the application and Resume to Carol Bernardo, Coordinator, Work Experience & Internship program at bernarc@crc.losrios.edu or submit at BS 106.