

**El Camino College Compton Community Educational Center
CalWORKs and Financial Aid Placement Services
Employer Order Form**

CalWORKs

Brenda Donaldson, Work Study Associate
P: 310.900.1600, 2067
F: 310.900.1674

Financial Aid

Carol Robison, Financial Aid Coordinator
P: 310.900.1600, 2933
F: 310.900.1681

(If employer is advertising two or more different positions, please use separate form)

Date: September 21, 2010

Firm/Campus Department: Compton Community College District – Business Services

Type of Business: Business Office Is your company an employment agency? No

Address: 1111 East Artesia Blvd.

City: Compton State: California Zip: 90221-5393

Location of job (if different than address above): _____

Telephone No.: (310) 900-1600 Ext. 2106 Fax No.: (310) 900-1691

Supervisor's Name: Colleen Edwards

How student should apply? Call for appointment Apply in person Fax resume Other: _____

Email (provide address to send resume/application) _____

Job title: Student Worker Number of positions available: 2

Conditions of employment: Full-Time Part-Time Temporary (for how long?): _____

Days: (Please be precise. If days are flexible, check the days available to students)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours: (Please give exact hours, for example: 8:00 am – 5:00 pm; if hours are flexible, for example, 4 hours between 8:00 am – 5:00pm)

Monday through Friday 8:30 and 4:30 pm

Salary: \$ 9.00

Qualifications, experience, and skills required: Operate personal computer and standard office equipment including fax machine, computer printer, copier machines and calculator. Organize, coordinate and complete tasks to meet scheduled deadlines.

Understand and follow orally and in writing and work cooperatively with co-worker, supervisors, management, public, and other department representatives. Demonstrate flexibility and respond to changing requirement and job assignment.

Duties: Write, type, and enter information into computer, using keyboard, copying information from one record to another. Sort and file record. Answer telephone, convey messages, and run errands. Stamp, sort, and distribute mail. Photocopy documents, using photocopier. Stuff envelopes by hand. Address envelopes and packages by computer and with typewriter.

Car needed: Yes No Mileage: Yes No

Is this job also posted with an online company? Yes No

(Staff only)

Job # _____

Filled: _____ Closed: _____

Posted: _____

Job: ___01 ___02 ___03 ___04

Note: Please contact the CalWORKs Work Study Team and/or Financial Aid Office when your position has been filled.

Job announcements will be posted for one month unless extended by employer.

EOE/AA