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El Camino College Compton Center Job Announcement Form

Please read our instructions:

1. Please complete each field in the Job Announcement so that your request is posted to the Student Employment Board in a timely manner.

Help Line: x2933

- 2. Contact the Federal Work Study Coordinator at (310) 900-1600, x2933 if you have any questions about completing this form.
- 3. Save your form to a desktop folder as a backup copy in case the file is lost or damaged. Format the file name to read JA_last_name.pdf
- 4. Send your completed Job Announcement and Job Description as an attachment via e-mail to the Financial Aid Work-Study Coordinator, Carol Robison. Otherwise, the data has to be manually input again into the form.
- 5. Wait two business days and then contact the Financial Aid Office if your Job Announcement is not posted to the Federal Work-Study website.

Current Date: September 21, 2010 Requestor: Colleen Edwards

Job Title: <u>Student Worker</u> Hiring Dept.: <u>Business Services</u>

Contact Person: Colleen Edwards Contact Phone: (310) 900-1600 Ext. 2106

Advertise Begin Date: October 1, 2010 End Date: Until Filled

Number of Positions: 2

Job Start Date: October 1, 2010 End Date: June 30, 2011

Job Description: General Office Work

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

Job #	1_

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