Kishwaukee College Work Study Position

DEPARTMENT: (Workforce & Community Education) Work Location will be at our Satellite Site: IL Worknet Center, 650B North Peace Road, DeKalb, IL 60115
*Note: Students are not allowed to work in more than one department at the same time.

JOB DESCRIPTION (Include major duties to be performed):
Checking in customers at the front desk, answering phones, taking messages, copying, faxing, light filing duties, assisting customers in the computer lab with school/work related assignments, assisting the full-time staff with additional tasks as assigned.

QUALIFICATIONS/SKILLS REQUIRED
Must be eligible for Federal Work Study for Fall 2019/Spring 2020, must be enrolled in at least 6 credit hours per semester. Previous experience in an office setting preferred.

NUMBER OF HOURS PER WEEK: up to 20 hours per week

DAYS OF WEEK. (check one): □ Flexible or ☒ Must be able to work the following days of the week: Must be able to work Mondays, Wednesdays and Fridays 10:00 am -12:00 pm

DEPARTMENT SUPERVISOR/COORDINATOR: Nicole Speizio-De Paz

CONTACT INFORMATION: Office, phone, email: Work Location: IL Worknet Center, 650 N. Peace Road Suite B, DeKalb, IL 60115 Phone: (815)901-0177 ext. 250 Fax: (815)901-0176

STUDENTS MAY ALSO APPLY TO ME DIRECTLY: YES: ☒ NO □

DATE TO POST JOB: October 01, 2019