Federal Work-Study Position Available

Today’s Date __July 1, 2011____

HIRING DEPARTMENT: __Learning Enhancement Center_________________________

DESIRED START DATE: __August 22- August 29, 2011_________________________

EMPLOYMENT HOURS: __Monday-Thursday 8:00am-10:00pm; Friday 8:00am-5:00pm;
Saturday 10:00am-3:00pm; Sunday 1:00pm-9:00pm__________________________

JOB POSITION TITLE: __Center Supervisor_________________________

JOB DESCRIPTION & DUTIES: __Answering Phones, assisting students and faculty with
computer use, assisting students with LEC resources, accurately scheduling tutoring
sessions, locating appropriate software for computers, referring students to helpful
books and study guides, taking responsibility for LEC computers and office supplies,
attending mandatory weekend shifts (which include opening and closing LEC), and
attending mandatory monthly staff & training meetings__________________________

Visit the LEC’s website for a full job description and an application.
http://sites.laverne.edu/learning-enhancement-center/potential-employees/cs-job-description/

SUPervisor’s Name:  _Ebony Williams_________________________

SUPERVISOR’S CONTACT NUMBER:  _(909) 593-3511 ext. 4045_____________________

SUPERVISOR’S EMAIL ADDRESS:  _EWilliams@laverne.edu_______________________