

DEPARTMENT OF  
**SPANISH & PORTUGUESE**

# WE ARE NOW HIRING!

WORK-STUDY ASSISTANT

**HOURS: 10-15 PER WEEK    PAY: \$13.50 - \$15/HOUR**

## DESCRIPTION

- The Department of Spanish & Portuguese seeks a friendly and efficient student clerk to perform basic clerical duties under the direction of the Office Coordinator, Rolfe-Campbell Humanities Group staff, and Department faculty.

## QUALIFICATIONS

- Applicants must have an award for the 2018-19 academic year.
- Strong Microsoft/computer skills and strong attention to detail are required.
- Clerical and/or customer service experience preferred.
- Office hours are Monday through Friday, 8am-5pm, lunch from 12-1pm.
- Bilingual: Spanish/English/Portuguese speaker strongly preferred.

For more information please visit: <https://sa.ucla.edu/fao/workstudy>  
and search Work-Study Job Number 0740-01

APPLICANTS MUST INCLUDE AN UP-TO-DATE RESUME, COVER LETTER, AND THE AMOUNT OF THEIR WORK-STUDY AWARD IN THEIR APPLICATION EMAIL TO ADRIANA ROSALEZ (AROSALEZ@HUMNET.UCLA.EDU).