WE ARE NOW HIRING!

WORK-STUDY ASSISTANT

Hours: 10-15 per week  Pay: $14.50 - $20/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 Summer 2019 session and 2019-20 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.

Work Study Job Search: 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).