

Mission del Paso Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Financial Aid Office	831-3290	Elizabeth Estrada	Enrollment Service Center	Provide customer service and assist staff as needed. Assist in the web room and help students with their FAFSA and registration. Please submit: student id, school schedule, resume and available work schedule via email to achav441@epcc.edu Work Schedule Needed: flexible, bilingual.

NorthWest Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Financial Aid Office	831-3290	Elizabeth Estrada	Enrollment Service Center	Provide customer service and assist staff as needed. Assist in the web room and help students with their FAFSA and registration. Please submit: student id, school schedule, resume and available work schedule via email to achav441@epcc.edu Work Schedule Needed: flexible

Off Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Grants Management	831-6765	Elvira Fernandez	9050 Viscount A620	Assist with filing/electronic filing, copier/scanner experience, log-in paperwork, run errands on campus, good telephone etiquette, distribute mail and other duties as assigned; Computer skills required; Job Qualifications: Experience with Word/Excel. Fluent in English; Work Schedule needed: flexible
Workforce & Continuing Education	831-7875	Jessica Diaz	9050 Viscount B426	Perform routine administrative support duties to include typing answering telephones, greet visitors, filing, faxing, and making copies; Job Qualifications: High School or (1) year of related experience; Work schedule: Monday-Thursday 9-1 pm.
Center for Corporate & Workforce Training	831-7824	Luz E. Taboada	ASC B, front desk	Greet and assist visitors, answer, screen, and route telephone calls; maintain wall directories and up keep of all seating areas; other duties assigned; basic knowledge of office practices and procedures, good computer skills, effective phone etiquette skills, must be able to communicate effectively in both written and verbal form (English/Spanish), excellent customer service skills; Work schedule: M-Thurs 1-5 pm and Friday 1-4 pm.

Off Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Senior Adult Program	831-7801	Norma Curiel	9050 Viscount B420	Enter information on database, type letters and reports, conduct inventory of supplies and prepare list of things that need to be ordered, answer telephone, take messages, route calls, and follow-up on calls, operate various types of office equipment, including personal computer, typewriter, calculator, and copier, set up and preparations for any events; Work Schedule: flexible.
Opportunity Ctr. for the Homeless- OFC	577-0069 ext. 233	Rena Nishikawa	1208 Myrtle Ave.	Client screening, intake, referrals and maintenance of clients files; must be able to work directly with homeless clients; ability to read and write; basic computer skills. Work schedule: flexible

Off Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Human Resources	831-6408	Bernice Hernandez	9050 Viscount A125	<p>Provide customer services, to include greeting visitors, answering, screening, and routing phone calls, and taking messages when needed; data entry, filing, and assisting with routine correspondence; assisting in maintaining office supplies, making copies, and delivering documents within building; routing of incoming fax transmittals; assist in sorting and distributing mail when needed; provide support to Human Resources staff; other duties assigned; Computer Skills Required: Must be computer literate and familiar with Word and Excel; Job Qualifications: Detailed oriented, good communication skills and appropriate phone etiquette; ability to follow directions. Work Schedule: flexible; Please e-mail resume to: balarco1@epcc.edu to include student ID#, school schedule, and available work schedule</p>

Rio Grande Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Physical Therapy	831-4172	Debra Tomacelli-Brock	H149	Work-study assist the faculty and program coordinator with filing, inventory, cleaning, and computer based activities, this position requires significant computer skills beyond the basics; must be able to type a minimum of 50 wpm, use spell check have a basic working knowledge of medical terminology, have good communication skills, and be proactive in their work. Computers skills required: Microsoft Word and Excel; must be able to type, create spread sheets, and use the features of the tool bars for both programs with minimal supervision; Major: any, except PTAP or Nursing Work Schedule needed: flexible
Community Education Program	831-4145	Suamy Meza	E121B	Performs general clerical, typing and office support duties; answer phones, distribute, messages and direct calls to the appropriate staff or department, maintain files and records to ensure they remain updated; prepare paper copies and other documentation; Job qualifications: Customer service, computer skills MO 2010 and must be able to communicate effectively in English and Spanish; Work schedule: flexible
Center for Students with Disabilities	831-4198	Mary Chavez-Holguin	B200	Take notes for disabled students and work in the office as needed; minimal computer skills, note-taking, filing, make copies, typing, answer phones. Work Schedule: flexible

Rio Grande Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Nursing	831-4495	Patty Shanaberger	H105	Responsibilities include greeting and registering patients; entering patient demographics; answering, screening, and responding to telephone calls and/or personal requests from patients and students; scheduling appointments; maintaining medical records and patient/student privacy; and handling cash; must be able to multi-task; good communication skills; attention to detail is essential; must be familiar with Microsoft Word and Excel; Major: preferably Health Related. Work Schedule: M-F 8 am to 12 pm OR 1 pm -5 pm.
Community Education Program	831-4145	Suamy Meza	E121B	Perform general clerical, typing and office support duties; answer the telephones, distribute messages and direct calls to the appropriate staff or department; maintain files and records to ensure they remain updated; prepare paper copies and other documentations; <u>Job Qualifications:</u> Customer Service, compute skills MO 2010 and must be able to communicate effectively in English and Spanish; <u>Work Schedule:</u> flexible

Tansmountain Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Financial Aid Office	831-3290	Elizabeth Estrada	Enrollment Service Center	Provide customer service and assist staff as needed. Assist in the web room and help students with their FAFSA and registration. Please submit: student id, school schedule, resume and available work schedule via email to achav441@epcc.edu Work Schedule Needed: flexible

Valle Verde Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Information Tech. Systems Discipline	831-2056	Delfina Najera	A2209	Maintain co-op hour's database, take telephone messages, create PowerPoint presentations, create and maintain access databases, assist students with course availability. Preferred IT or Computer Science Major; Work Schedule: flexible
Vehicle Registration	831-2078	Rocio Del Villar		Duties and Responsibilities: Assist the Traffic office clerks with filing parking tickets, decals, passes any other internal paperwork utilized. Assist students at the window, answer phones and deliver or pick up mail; Assist secretary to Chief of Police with office work, filing, Xeroxing, distributing correspondence, errands to mail room and other offices. Job Qualifications: Should have customer service skills, and telephone etiquette. Be a fast learner in assisting students, staff, visitors and faculty at the Traffic window; Possess a friendly cordial demeanor, ability to multi-task and follow directions; Demonstrate a strong work ethic, being reliable and responsible and be able to keep information confidential; Lastly, a background check on all perspective work studies prior to them being assigned to the department. Work Schedule Needed: Morning or Afternoon