

# NorthWest Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Student Success	831-8854	Della Truman	M68D	Responsible for assisting the Tutorial Support Services Center, general office support, excellent customer service, telephone etiquette, in house and/or classroom orientations, general office work to include but not limited to, record keeping, data entry, filing, typing, mailing, copying and faxing. Work Schedule: Flexible
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 <b>Schedule needed: flexible</b>
Family Service of El Paso	781-9900	Fabiola Licon	6040 Surety Drive	General office duties such as answering phones, greeting clients, assisting clients with registering process, faxing, copying, reminding clients of appointments the night before, and making appointments. Computer literate, read and write English, bilingual would be an asset but not mandatory, confidentiality a must. Prefer Social Work, Psychology major but not necessary; <b>Work Schedule: 8am to 8pm M-F</b> , can accommodate any schedule during those hours. E-mail resume at: <a href="mailto:Fabiola.licon@shcdglobal.net">Fabiola.licon@shcdglobal.net</a>
Workforce & Continuing Education	831-7795	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.

# Off Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
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.
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. <b>Work schedule: flexible</b>

# Off Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Big Brothers Big Sisters	544-4203	Stephanie Gavin	1724 Wyoming	Duties and Responsibilities: Good Oral and written communication skills, Good organizational skills, Customer Service, Excellent Phone skills, Self- Motivated, Data Entry, Answer Phone, Various clerical duties; involves community outreach with children and families; Job Qualifications: H.S. diploma; Computer Skills Required: Word, Excel; <b>Work Schedule: Flexible with school hours.</b>
Clardy Elementary School	831-2560	Yvonne Apodaca	5508 Delta Dr.	Tutoring 3rd-5th graders. Student strengths must be in reading, math, science & writing. Helping in preparing children for the TAKS test. Must enjoy working with children; Major: Education major preferred but not necessary; <b>Work schedule: flexible.</b>

# 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
Office of Student Success	831-4154	Diana Davis	A250	Duties: Provide general office support, excellent customer service, excellent telephone etiquette; assist in providing n-house and/or class room orientations; general office work to include, but not limited to record keeping, data entry, filing, typing, mailing, copying and faxing and perform all other duties as assigned. Job Qualifications: ability to work in a team driven environment; effective organizational skills' experience working with MS Office Suite; typing skills @ 40 words per minute; knowledge of basic math Work Schedule: flexible as needed Monday through Friday between 8:00 am 6:30 pm.

# Rio Grande Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
RG Counseling Dept.	831-4036	Dolores Robles	D300	Answering telephone, computer work, screening students, making appointments, admissions support; basic office and must have computer skills a, 30-50 wpm, customer service, good people skills. Work schedule: flexible.
Media Services	831-4042	Luis Cortinas		Transporting equipment to and from designated destinations, troubleshooting and maintaining equipment, training incoming staff, training faculty and staff on the use of equipment, clerical duties, and perform other duties as assigned. Work schedule: T/R 7-10 am & MWF 10-1 pm.
Medical Assisting Technology	831-4505	Mario Macias	B300	Making copies, answering phone calls, taking messages, maintain the office filing system and retrieve material from files as requested: <b>Job Qualifications:</b> computer knowledge, phone, etiquette, written and oral communication skills; ability to multi-task; <b>Computer Skills Required:</b> Word, Excel, scanning software, ability to type 30 wpm; <b>Work schedule:</b> 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

# Tansmountain Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Arts, Communication, Social Sciences Div.	831-5204	Belia Ramirez	1006	Type, fax, answer phones, take messages, file, use Xerox copying machine, mail pick up, and assist instructors and students when needed. Work Schedule: MWF – 9am-1pm and TR 10am-2pm.
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 <b>Work Schedule Needed: flexible</b>
Chemistry	831-5038	Rosa Sanchez-Portillo	1538	Help clean and organize the prep room, chemistry lab, equipment and materials, wash lab glassware; assist faculty filling bottles, inventory and making copies; be punctual and able to follow instructions; basic computer knowledge of Word & Excel; work schedule flexible.

# Valle Verde Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Biology	831-2533	Glenda Hill	A2717	Duties and Responsibilities: Maintain records and databases, generate reports as needed; excellent organizational skills, attention to detail and a working knowledge of MS Office programs are necessary for this position; will be exposed to sensitive nature material and must be kept confidential; Job Qualifications: the student will assist with various office duties including but not limited to answering phones, typing (Word Doc), and filing; Work schedule Needed: MWF 9am-1 pm. & TR 9-11 pm; Please e-mail ghill4@epcc.edu for interview.
ESL, Reading and Social Science Division	831-2868	Maria Reyes	M108D	Clerical duties such as receptionist, word processing using Microsoft Office '97 to type correspondence, reports, schedules and forms, making copies, etc.; maintain files and sorts incoming and outgoing correspondence; good telephone etiquette; creative, deeply conscientious, hardworking and a team player; other duties assigned. Work Schedule: 11:30 am – 2:30 pm

# Valle Verde Campus

Department	PH #	Supervisor	RM #	Duties & Job Qualifications
Makerspace	831-2869	Calvert Boyle	A1512 A1518	Operating & maintaining the MS's hardware and softwares (i.e.-3D Printers, CNC Machine, Laser, Woodshop tools,etc.; inventory & maintaining the MS's various workstations and toolkits; running the front desk (1.e.-greeting users, answering questions, recording data etc.); ensuring users follow lab's safety rules and regulations; cleaning & organizing workstations at the beginning and end of each day; assist with various user and lab projects, special events, and workshops; other duties as required. <b>Computer Skills Required:</b> Proficient in Microsoft Office for Windows; <b>Job Qualifications:</b> 2.75 GPA or higher; <b>Physical Requirements:</b> lifting up to 25 pounds; <b>Work Schedule</b>