



EMPLOYER WORK-STUDY REQUEST

Department Name: CC-California

Supervisor/Contact Name: Courtenay Griffin

Phone/Extension: 909-635-0250 xt1563

Office Location: Southern California

Total number of students requested: 4

Of that number, how many are returning students? 1

Responsibilities: Assist with various administrative needs, projects and perform daily clerical duties around the office.

Job Title: Administrative Support

Special Skills or Qualifications: Must be familiar with Microsoft Office and excellent communication and organization skills.

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: Available shifts 9-1pm, 1-5pm, 5-9pm Monday thru Friday. Must be able to lift 20 pounds or more.