



**Federal Work Study Job Announcement**  
**On-Campus Employment**  
**2008-2009**

**Location:** FLC Admissions & Records

**Job Title:** Student clerk

**Supervisor:** Christine Wurzer

**Phone #:** 916-608-6645

**No. of Positions:** 1

**Application Deadline:** open until filed

**Job Description:**

Assist students at counter with registration, fee payment, etc. Answer phones; general  
clerical filing.

**Skills Required:**

General office skills – good communication, phone, computer and filing abilities. Good  
customer service skills. Able to multi-task and follow-up. Preferred-minimum 2.70  
college GPA.

**Work Hours:**

Varied work hours – some evenings. Office open Mon-Thur 8am-7:30pm/ Fri 8am-4:30pm.