SHORT-TERM TEMPORARY HOURLY POSITION
SUPPORT STAFF, ECONOMIC DEVELOPMENT

Location: Support Staff – Economic Development, Chino Center
Start Date: To be determined
Hourly Rate: $18.00
Working Hours: Hours will vary between 7:30am – 4:30pm, Monday through Friday; approximately 40 hours per week.

DUTIES MAY INCLUDE:

• Types, edits, and formats a variety of materials; composes correspondence.
• Reviews, enters, and tracks data.
• Prepares various administrative and district documents and reports.
• Uses a variety of office equipment including computer, fax machine, printer, document imager, calculator, and copy machines.
• Assists clients and department staff with service scheduling, delivery, and reporting.
• Screen visitors and provide general information.

SKILLS REQUIRED:

• Proficient working knowledge of various software packages including Microsoft Outlook, Word, Excel, and Adobe Acrobat.
• Knowledge of generally accepted office practices, procedures, and equipment; knowledge of basic arithmetic; and proper English usage, grammar, vocabulary, and spelling.
• Ability to prioritize workload and perform tasks within defined deadlines.
• Ability to prepare business correspondence and maintain accurate and orderly records and files.
• Ability to communicate effectively and professionally verbally and in writing.

APPLICATION PROCESS:

Applicants must complete a District Application and include a resume outlining qualifications and/or experience. Applications packets must be submitted to the Office of Human Resources located at 5885 Haven Avenue, Rancho Cucamonga, CA 91737. Applications may be obtained by visiting the employment page of the College website: www.chaffey.edu. For additional information, please contact the Office of Human Resources (909) 652-6528.

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www.chaffey.edu