

## Los Angeles Harbor College's Adult Education and Noncredit Office

Unclassified Paid Intern

2022-2023

We are looking for an amazing individual to join our growing team as Intern for the Adult Education and Noncredit Office. This is a paid opportunity with an hourly rate of \$20.29. We offer flexible schedules of 15-20 hours per week. Please note this is an in-person position with regular student contact. **You must be fully vaccinated or be approved for an exemption** per [LACCD Board Policy](#).

Interested individuals must be enrolled full-time in upper-division courses at a four-year or graduate program. Additionally, the candidate must be and maintain good academic standing to be eligible for employment. You can find this opportunity under [HR 340 as Unclassified Paid Intern](#).

*Undocumented individuals with work-permit are eligible to apply.*

### Preferred Qualifications:

- Bilingual
- Must enjoy working with students and be sensitive to the needs of diverse student populations
- Strong writing skills
- Independent and creative worker
- Possess excellent communication skills to give presentations at group orientations
- Word Processing Skills Preferred
- Able to do community outreach work-mainly on weekends

### Role Description

- Serve as a peer mentor for adult education students at LAHC
- Support the Office Lead with the daily tasks of the office
- Reach out to students via email, telephone and/or social media about upcoming programs, scholarship opportunities and on-going resources.
- Assist with CASAS Testing and student follow-up
- Must Become CASAS Test Proctor Certified
- Collaborate with student service programs and community organizations to host events and workshops for students
- Assist with the maintenance of social media platforms
- Conducts outreach at events that showcase student services and resources
- Must be available some mornings, evenings, and weekends

### How to Apply:

*Email your resume, cover letter, and employment availability hours to Ms. Michelle Segura at [seguramm2@laccd.edu](mailto:seguramm2@laccd.edu) by Friday, May 27, 2022, by 5:00 p.m. Interviews will be held Wednesday, June 1, 2022, from 2:00 p.m.- 5:00 p.m. Please be sure to highlight any experience working in higher education, marketing, or with immigrant communities.*

If you have any questions, please contact Michelle Segura at [seguramm2@lahc.edu](mailto:seguramm2@lahc.edu) or Sergio Soto at [sotos2@lahc.edu](mailto:sotos2@lahc.edu)

Learn more about our college: <https://www.lahc.edu/>

Learn more about the Adult Education and Noncredit Office:  
[https://effectiveness.lahc.edu/academic\\_affairs/ace/SitePages/Home.aspx](https://effectiveness.lahc.edu/academic_affairs/ace/SitePages/Home.aspx)