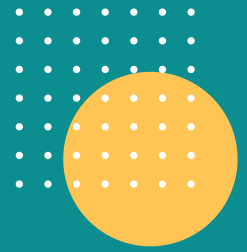


UNCLASSIFIED PAID INTERN (UPI)



NOW HIRING

West Los Angeles College is seeking two eligible undergrad full-time students interested in a paid intern position.

Career Connections Center:

- Assist with job portal registration, workshops, and outreach
- Clerical duties such as email correspondence, answering phone calls, and booking appointments

Dual Enrollment Office:

- Build/maintain relationships with HS counselors and college staff
- Track enrollment, update forms
- Maintain databases of schools and course offerings

Each position offers 20-25 hours/week at \$20.29/hour.

Minimum Requirements:

- Enrolled as a full-time upper division or graduate student
- Maintain a 2.0 GPA and make satisfactory progress towards obtaining a degree or certificate
- Able to collaborate and work on a team and maintain cooperative working relationships with students, staff, and faculty
- Demonstrate awareness and experience working with historically under-represented students and non-traditional students
- Demonstrate knowledge and experience with K-12 and adult schools and their programs and operations
- Ability to communicate effectively in oral and written English
- Use MS Word, MS Excel, MS PowerPoint, and Google Docs
- Reliable transportation; in-person availability (varies by office)
- One remote day available

APPLY NOW

Send your Resume to:
wlac-careercenter@laccd.edu