CTC is hiring *Office Assistants* (Front Desk) for Fall 2023

Pay rate:

$17–$18.50 an hour depending on experience

When

Shifts begin the first day of each semester.

Submit your application and resume. Email Cristy Pazera (crpazera@cabrillo.edu) if you have any questions. Get a tour if you don't know the CTC yet!

Job Description

The CTC Office Assistant (Front Desk) assists students using the center for classroom-related work. This involves helping students learn the software needed to complete their assignments. It is not a tutoring job; however, it requires patience and a desire to help. Applicants must have 6 or more units for the semester in which they work.

Qualifications:

Must be patient and kind. Bilingual in Spanish is a plus but not required. Must know how to use both Macs and PCs. Should have confidence using computers and be familiar with Canvas, MyCabrillo, Zoom, Internet browsers, and know at least two of the following:

- Photoshop
- Illustrator
- InDesign
- Premiere Pro
- Word
- Excel
- PowerPoint
- Google Docs
- Google Sheets
- Google Drive
- QuickBooks
- C++
- Python
- AutoCAD
- Solidworks
- Knowledge of Logic Pro, 3D printing, and using a vinyl cutter is a plus but not required.

Background

The Computer Technology Center (CTC) is a Cabrillo College computer lab/study area located in the 1400 building on lower campus—near the Crocker Theater. This large lab has 100+ computers (Macs and PCs) as well as scanners, printers and copiers. The CTC is available to all currently enrolled students. It is open six days a week, Monday–Saturday, including evenings.

Successful Applicants

On hiring, applicants will be required to complete the on-boarding process including fingerprinting as directed by the Student Employment office. You will not be permitted to work until you are cleared by Student Employment. Additionally, all successful applicants will automatically be enrolled and expected to participate in the non-credit CABT 410A/410B for training, clerical, and communication purposes for the duration of their employment in the CTC.