



CalWORKS Work Study Job Opportunities

CalWORKs Work Study

The CalWORKs Work Study program provides employment-related services to CalWORKs participants to help them find employment, stay employed, and move on to higher paying jobs, which will lead to self-sufficiency and independence.

Learn more by visiting our website: [CalWORKs WS](#)



El Camino College On-Campus Job Opportunity

Position: Fashion Department Student Worker

Department: ECC Fashion Department

Benefits/Details:

- Pay: \$16/hour
- Part-time
- On Campus Position
- Tentative Schedule
 - Mondays- 10am-12pm
 - Tuesdays- 4:30pm-9:30pm
 - Wednesdays- 10am-12pm

Qualifications:

- Detail oriented, organized, and ability to multi-task
- Knowledge of Microsoft Office and navigating the internet
- Excellent written and verbal communication skills
- Some office experience preferred

Brief Overview:

Duties include:

- Typing 1st drafts of notes and department correspondence
- Sending correspondence and other printed material to the copy center
- Setting up and maintenance of paper and electronic filing systems for records
- Coordinating with the department's Tailor Made Fashion Club as needed
- Coordinating and setting up for meetings and ordering office supplies
- Proofreading of various department documents
- Operating office equipment such as fax machines, copiers, and phone systems
- Maintenance of fashion classroom organization
- Adherence to the code of confidentiality in certain cases, where discretion should be used
- Other duties as assigned



Interested? Please email the CalWORKs team at calworksinfo@elcamino.edu to see if you are eligible to apply!

ECC STATEMENT:

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

