JOE ORDER FORM

Employer: JEI LEARNING CENTER
Contact Person: Claire Park
Address/City/ZIP: 13341 South Street
Website: cerritos.jeilearning.com
Email: cerritos@jeilearning.com
Phone #: 562-239-2855
Fax#: 

How to Apply/Contact: Email only

Job Title: Teaching Assistant
Location of Job: Cerritos
Qualifications: Must enjoy working with children. Must have strong Math & English Language Arts skills. The environment is fast-paced and a strong work ethic with adherence to excellence in details is required.

Duties: Greeting and assisting students, answering phone, responding to questions related to work, grading class work, and reporting any problems observed to the instructor/director. Maintaining a quiet & focused learning environment, maintaining a supportive atmosphere for the students, assisting parents with their questions.

Type: Part-Time

Ongoing Job Listing: Yes

Closing Date

Hours/Days: 8-12

Number of Positions: 1

Pay/Salary Rate: $10/HOUR OR MONTHLY PAY $ N/A

JEI Learning Center hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, religion, gender, sexual orientation, national origin, or age and provides Equal Opportunity to handicapped individuals, disabled veterans, and veterans of the Vietnam era. By signing this Job Order Form JEI Learning Center (Company Name) hereby affirms that it complies with all applicable state and federal employment regulations as mandated by law.

Signature of person completing this statement: Claire Park
Date: 8/19/15

Please Note:
- Your job listing will be posted in employment binders on the Job Placement counter for student’s review. This is a free job listing for a period of four weeks unless extension is requested at the end of the four weeks.
- The Job Placement Office reserves the right to refuse/decline the posting of your job listing.
- STUDENTS: We make no representations or guarantees about positions posted by this office and are not responsible for safety, wages, working conditions, or any other aspect of off-campus employment. Students are urged to perform due diligence in researching employers when applying for or accepting an off-campus employment position.

THANK YOU FOR POSTING YOUR JOB OPENING WITH CERRITOS COLLEGE.