STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker – Office Assistant

DEPARTMENT: Advanced Technology and Applied Sciences

FILING DEADLINE: Open Until filled

REPRESENTATIVE DUTIES:
- Data Entry (specifically VTEA forms and other dept. information into databases)
- Posting of information (Class cancellations, bulletin board announcements etc.)
- Assisting students with questions and providing information and directions for Alisal Campus
- See attached job description

KNOWLEDGE AND ABILITIES:
- Good keyboarding skills/basic computer software knowledge (MS Office)
- Ability to answer phones and take messages
- Basic knowledge office equipment

CONDITIONS OF EMPLOYMENT:
- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 9 units at Hartnell College each semester.
- 10 to 15 hours per week (not to exceed 20 hours per week)
- Salary range $9.00 an hour.

APPLICATION PROCEDURE:
The following item must be completed by the filing date.

- A completed Hartnell College Application for Student Employment on Campus form.

Submit the completed FWS Application to Lourdes Sanchez
In the Advanced Technology and Applied Sciences Department