



HARTNELL COLLEGE

STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker I

DEPARTMENT: DSPS

FILING DEADLINE: Until Filled

REPRESENTATIVE DUTIES:

- Greet /provide information about DSPS program
- Guide students with disabilities to resources
- Answer phones, forward calls to appropriate personnel
- Schedule counseling appointments with DSPS counselors
- Assist students with registration process online using PAWS
- Assist DSPS staff with updating forms and copying
- Filing student records
- Data entry
- Operate copy machine, fax and printers
- Perform other related duties as assigned
- Checking out equipment for students
- Lab duties as assigned

KNOWLEDGE AND ABILITIES:

- Customer service skills
- Sensitivity to working with disabled students
- Comfortable working with computers (MS Word and Excel)
- Multiple phone lines

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study
- Must be enrolled in a minimum of 9 units at Hartnell College each semester
- 15 to 20 hours per week (not to exceed 20 hours)
- Salary range \$ 10.50 an hour

APPLICATION PROCEDURE:

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

Submit the completed FWS application to Silvina Zepeda - Building B, Room 107

Email: szepeda@hartnell.edu Phone: (831) 755-6760