



STUDENT SUPPORT SERVICES/TRIO PROGRAM

JOB CLASSIFICATION: Student Worker 1
HOURS NEEDED: 9:00 am – 12:00 noon
FILING DEADLINE: Open Until Filled

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

KEY DUTIES:

- Performs routine tasks and special projects under direction of supervisor.
- Routes incoming calls as appropriate and takes messages.
- Type letters, memoranda, forms, and other materials from rough drafts, notes or verbal instruction.
- Answers routine questions and provides accurate information concerning standards, procedures, and programs within assigned department or District to faculty, students and public.
- Performs data entry in computerized system; maintains routine informational spreadsheets.
- Photocopies printed documents; sends and receives faxes.
- Maintains and updates routine departmental records and filing systems.
- Sorts and distributes departmental or District mail; coordinates bulk mailings.

KNOWLEDGE and ABILITIES:

- Computer skills
- Knowledge of Microsoft Office
- Detail oriented
- Accuracy in alphabetizing and filing
- Take accurate and detailed messages
- Physical abilities; standing, squatting, lifting boxes
- Friendly and helpful attitude
- Spanish speaking a plus

CONDITIONS OF EMPLOYMENT:

- Must be enrolled in a minimum of 12 units at Hartnell College each semester.
- Available to work between the hours of 9am-12 noon
- Not to exceed 12 hours per week
- Salary range \$ 10.50 an hour

APPLICATION PROCEDURE:

- A completed Hartnell College Student Employment Application.
- Attach a schedule of your hours of work availability.

Submit the completed Application to Eva Diaz in the TRiO Office, Building D