



## STUDENT FEDERAL WORKSTUDY POSITION ANNOUNCEMENT

**JOB CLASSIFICATION/TITLE:** Student Worker II/Business Office Student Assistant

**DEPARTMENT:** Business Office (2 Positions) 1 morning/1 afternoon

**FILING DEADLINE:** August 7, 2017

### **REPRESENTATIVE DUTIES:**

Secretarial and Clerical duties as assigned, including typing, answering phones,  
Assist in the duplication and distribution of a variety of materials,  
Maintain files for Business Office Staff  
Review and proof documents, records and forms for accuracy and completeness  
Provide information and assistance in person or on the telephone in a variety of departmental matters  
Provide Support to all areas in Business Office as needed

### **KNOWLEDGE AND ABILITIES:**

Operate standard office equipment, including copier, 10 key calculator and computer  
Knowledge of MS Office computer applications, including Microsoft Word and Excel  
Ability to prepare correspondence using MS Word, understanding of basic excel spreadsheets  
Understand and follow oral and written directions  
Establish and maintain effective working relationships with others  
Other duties as assigned

### **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 per week)  
Salary range \$11.86-13.28 an hour.

### **APPLICATION PROCEDURE:**

The following item must be completed by the filing date.

A completed Hartnell College Application for Work Study Employment on Campus form.

Submit the completed FWS Application to the Business Office  
Attn: Dora Sanchez, Payroll Supervisor