STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE:  Student Worker Level I/Office Assistant

DEPARTMENT:    Admissions & Records

FILING DEADLINE:  Until Filled

REPRESENTATIVE DUTIES:

Duties include but are not limited to:

- Filing
- Purging files
- Building student graduation files
- Utilizing all office equipment as it is intended
- Collate packets of forms
- Responsible for folding letters/documents for outgoing/incoming mail

KNOWLEDGE AND ABILITIES:

- Good communication skills
- Good organizational skills
- Dependability
- Knowledgeable in computers & online applications
- Neat and accurate typing

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 6 units at Hartnell College each semester.
- 10 to 15 hours per week (not to exceed 20 hours per week)
- Salary $ 14.00 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 in person to Michaela Bridges in the Admissions & Records Department B-121 or via email to Robert Sanchez at rosanchez@hartnell.edu.