STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker 1
DEPARTMENT: Career Technical Education
OPEN UNTIL FILLED; PRIORITY FILING DEADLINE:

REPRESENTATIVE DUTIES:
- General Clerical Duties, days T/W/TH between 8am-5pm, some evenings
- Inventory of supplies maintaining files
- Other duties as assigned

KNOWLEDGE AND ABILITIES:
- Work under direct supervision
- Perform entry level clerical tasks
- Complete simple, routine and repetitive tasks

CONDITIONS OF EMPLOYMENT:
- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 6 units at Hartnell College each semester.
- 12 to 20 hours per week (not to exceed 20 hours per week)
- Salary range $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 to Celia Anderson at canderson@hartnell.edu
In the Career Technical Education Department