STUDENT FEDERAL WORKSTUDY POSITION ANNOUNCEMENT

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

DEPARTMENT:  Business Office (1 position - morning schedule)

FILING DEADLINE:  August 20, 2021 5:00pm (or until filled)

REPRESENTATIVE DUTIES:

- 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
- Assist 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 6 units at Hartnell College each semester.
- 15 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.
- Hartnell College Application for Federal Work Study Employment
- Copy of Federal Work Study Award Letter
  - Submit the completed FWS Application to the Business Office  Bldg E Office 108
  - Attn: Dora Sanchez, Payroll Supervisor/Julia Silveira, Administrative Assistant II