STUDENT FEDERAL WORKSTUDY POSITION ANNOUNCEMENT

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

DEPARTMENT: Business Office (1 position - afternoon 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