CalWORKs Workstudy Student POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker II
DEPARTMENT: EOPS/CalWORKs
FILING DEADLINE: OPEN

REPRESENTATIVE DUTIES:
- Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel, schedule counseling appointments, greet and assist students/public with information regarding EOPS/CARE and CalWORKs programs.
- Manage a student case load of students.
- Assist staff with orientations, workshops, events and priority registration days.
- Use Gmail and Google docs to track and send information to students.
- Post announcements and stories on our Facebook and Instagram pages.
- Operate copy machine, fax machine and printers.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:
- Proficiency with Gmail, Google Docs and Microsoft office
- Customer service skills

CONDITIONS OF EMPLOYMENT:
- Must be enrolled in a minimum of 6.0 units at Hartnell College each semester.
- Must be eligible for CalWORKs work study.
- 15-20 hours per week (Not to exceed 20 hours per week)
- Salary range $14.50 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.

Email the completed Work Study Application to Marlene Tapia, mtapia@hartnell.edu or drop off in the EOPS/CalWORKs office, Bldg B Rm 130