CALWORKS WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE:          Student Worker I

DEPARTMENT:                        Theatre Arts & Cinema

FILING DEADLINE:                   Until filled

REPRESENTATIVE DUTIES:
• Assisting Theatre Arts & Cinema faculty lead in planning logistics for the Hartnell Theatre Production, KCACTF Fundraising, program promotion and outreach
• Basic online research
• Calling various stakeholders on behalf of program
• Data Entry
• Emailing various stakeholder on behalf of program
• Filing
• Office area management

KNOWLEDGE AND ABILITIES:
• Accurate keyboarding
• Basic familiarity with Windows, Word and Excel
• Communication skills, both verbal and written

CONDITIONS OF EMPLOYMENT:
• Must be eligible for CalWORKs work study
• Minimum availability of 5-20 hours per week (Maximum of 20 hours per week)
• Must be enrolled in a minimum of 9.0 units
• Ability to lift 20 lbs
• Salary range $14.00 an hour (Student Worker Level I-Step A)

Email a completed Application for Student Employment to Marlene Tapia at mtapia@hartnell.edu

Coordinator: Dr. Marnie Glazier, Theatre Arts & Cinema, mglazier@hartnell.edu (831) 755-6980