



## 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](mailto:mtapia@hartnell.edu)

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