



STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Enrollment Ambassadors (Morning, afternoon & evening hours)

DEPARTMENT: Admissions & Records/Financial Aid Departments

FILING DEADLINE: Until Filled

REPRESENTATIVE DUTIES:

- Greet students and visitors
- Assist students in completing the application and registration process online using PAWS
- Assist students in locating student services and providing general information about financial aid, orientation, assessment and admissions.
- Provide tours of the campus as needed and generally support student services as necessary
- Filing
- Utilizing all office equipment as it is intended
- Building information packets for outreach events, workshops and orientations
- Maintain table/bulletin boards around campus

KNOWLEDGE AND ABILITIES:

- Strong interpersonal skills
- Strong organizational skills
- Sensitivity to working with diverse student groups
- Comfortable working with computers and online applications

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study
- Must be enrolled in a minimum of 6 units at Hartnell College each semester
- Maximum 20 hours per week
- Salary \$ 16.00 an hour (Student Worker III)

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

- A completed Hartnell College Application for Student Employment on Campus form.
- Submit the completed FWS Application to Michaela Bridges from the **Admissions & Records Office** via email at bmichaela@hartnell.edu