

**STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT**

**JOB CLASSIFICATION/TITLE: Student Worker Level I / Office Assistant**

**DEPARTMENT: FINANCIAL AID OFFICE**

**OPEN UNTIL FILLED; PRIORITY FILING DEADLINE: February 7, 2020.**

**REPRESENTATIVE DUTIES:**

Student workers in the financial aid and scholarship department have access to sensitive information and must not discuss or divulge any student specific information. Duties include but are not limited to:

* Filing
* Data entry.
* Utilizing all office equipment as it is intended.
* Responsible for folding financial aid letters/documents for outgoing/incoming mail.
* Building informational packets for outreach events; workshops; orientations.
* Maintain and building student file records.
* Maintain tables/bulletin boards around campus stocked with FA and scholarship materials.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

* Accuracy
* Good communication skills
* Dependability
* Good filing skills
* Neat and accurate typing

**CONDITIONS OF EMPLOYMENT:**

* Must be eligible for Federal Work Study.
* Must be enrolled in a minimum of 6 units at Hartnell College each semester.
* 10 to 20 hours per week (not to exceed 20 hours per week).
* Salary $13.00 an hour.

**APPLICATION PROCEDURE**:

The following item must be completed by the filing date.

A completed Hartnell College Application for Student Employment on Campus form.

Submit a completed FWS Application to Jessica Tovar or Marina Reyes in the **Financial Aid Department, Building B Room-121**