STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker II

DEPARTMENT: EOPS/CalWORKs

FILING DEADLINE: September 3, 2021

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 eligible for Federal Work Study.
- Must be enrolled in a minimum of 6.0 units at Hartnell College each semester.
- 15-20 hours per week (Not to exceed 20 hours a 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.

Submit the completed FWS Application the EOPS/CalWORKs office in Bldg B, room 130
or email the application to ajaim@hartnell.edu