



Guardian Scholar Program Office Support

Our program needs a reliable and organized person to manage our daily operations with our students. The successful candidate must have a positive attitude; desire to work efficiently, be part of a generous team, and excellent customer service skills. We are looking for someone who is self-motivated, organized and can multitask efficiently.

Responsibilities:

- Candidate will report to Guardian Scholar Coordinator
- Greet and assist students and HCC personnel that come into the GSP office, virtually, over the phone and occasionally via email
- Make outreach calls to students
- Answer phone line and take messages
- Maintain filing system for supplies, binders, folders, etc.
- Maintain office supply inventory and program supply inventory
- Retrieve documents and files when requested
- Create and organize mailing labels, flyers, etc.
- Create, edit, and update spreadsheets for students, workshops, meetings and events
- Attend GSP meetings, workshops and events as needed

Qualifications:

- Be familiar with technology (Computers, iPads, Smart TV's)
- Be familiar with various software such as (Word, Excel, Google Docs)
- Strong organizational skills
- Strong interpersonal skills that is friendly and engaging

CONDITIONS OF EMPLOYMENT:

- Must be eligible for CalWORKs Work Study.
- Must be enrolled in a minimum of 6.0 units at Hartnell College each semester.
- Must have a minimum G.P.A. of 2.0.
- 5 to 20 hours per week (not to exceed 20 hours per week)
- Salary range \$14.50 an hour.

APPLICATION PROCEDURE:

- Complete a Hartnell College Application for Student Employment on Campus form.

Submit the completed Student Employment Application to:

Marlene Tapia at the EOPS/CalWORKs office in Building B, room 130

or by email to mtapia@hartnell.edu