



## 2022 FWS POSITION ANNOUNCEMENT

### South County Education Services - King City Education Center

**JOB CLASSIFICATION/TITLE:** Student Ambassador/Student Worker III

**FILING DEADLINE:** Open until filled

**Summary and Description:**

King City Education Center (KCEC) is seeking a **work-study eligible** student worker for 2021-2022. KCEC is open Monday-Thursday, 8am-9pm and Friday-Saturday, 8am-5pm. You must be available during these hours and some weekend hours as needed. Work hours will be adjusted to fit your school schedule.

Student workers are responsible for providing excellent customer service to all needing assistance; answering phone calls; providing assistance to all staff and faculty; completing special projects as assigned; day-to-day office work; supporting the goals of Hartnell College; other duties as assigned.

**Examples of Duties:**

- Greet and orient students, faculty, staff and visitors
- Assist students in completing the application and registration process online using PAWS
- Assist students with general information about financial aid, Panther Learning Lab, and admissions
- Support student, academic and administrative services such as counseling, tutoring, etc.
- Assist with incoming calls and general clerical tasks
- Creating, posting, and removing outdated flyers
- Manage Social Media accounts. Makes recommendations on changes to web-sites.
- Assist in outreach and recruitment efforts in the community
- Other duties as assigned

**Knowledge and Abilities:**

- Strong interpersonal and communication skills
- Sensitivity to working with diverse student groups
- Exceptional team player with passion and dedication for learning
- Working with computers, online and local software applications such as Word, Excel, etc. multiple phone lines, copy machine, tablets, label machines, etc.
- Utilize Google apps such as Gmail, Sheets, Documents, Calendar, etc.
- FERPA and must attend mandatory FERPA and other training sessions

**Conditions of Employment:**

- **Must be eligible for Federal Work-study**
- 8 to 20 hours per week at \$15.00/hour
- Enrolled in and maintain a minimum of 9 units and good academic standing each semester
- Reports to the Dean of South County Education Services or designee

**Application Procedure:**

The following item must be completed by the filing date:

- A completed Hartnell College Federal Work-study Employment Application submitted to Carol Silveira

Questions, please contact Carol Silveira, [csilveira@hartnell.edu](mailto:csilveira@hartnell.edu)  
King City Education Center, 117 N. Second Street, King City (831) 386-7100