



FWS STUDENT WORKER POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Office Assistant / Student Worker I

DEPARTMENT: Vice President of Academic Affairs

FILING DEADLINE: OPEN UNTIL FILLED.

REPRESENTATIVE DUTIES:

- Serve as Office Receptionist
- Answer calls & direct students, instructors, and external community to appropriate locations
- Daily hand deliveries & mailroom runs to send documents to/receive mail from faculty & office staff
- Communicates instructor/student issues to VPAA & Executive Assistant
- Supply Academic Affairs Office and faculty printers with copy paper and supplies, as needed
- Complete projects as assigned by VPAA

KNOWLEDGE AND ABILITIES:

- Provide great level of customer support through telephone, email, and in person
- Knowledge of computers, MS Office software, and other office equipment
- Excellent attention to detail
- Work under direct supervision

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study
- Must be enrolled in a minimum of 12 units at Hartnell College for Fall/Spring semesters; 4 units for summer session
- 10 to 20 hours per week (not to exceed 20 hours per week)
- Salary range \$14.00 an hour

APPLICATION PROCEDURE:

The following items must be submitted for consideration:

- A completed Hartnell College “Application for Student Employment on Campus” form.
AND
- A schedule of your fall semester classes attached to your application.

Submit the completed Student Employment Application to Dina Hayashi at dhayashi@hartnell.edu