STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE:  Student Assistant 1 - Warehouse

DEPARTMENT:  Warehouse

OPEN UNTIL FILLED

REPRESENTATIVE DUTIES:

• Receive materials equipment and supplies
• Deliver materials and supplies to appropriate locations
• Prepare supplies for shipment and delivery
• Be a team player
• Perform related duties

KNOWLEDGE AND ABILITIES:

• Ability to follow and understand oral and written instructions
• Operate computer terminal
• Perform heavy physical labor (Lifting packages)
• Interpersonal skills using tact, patience, and courtesy
• Ability to operate various machines, such as (Copy machine & fax machine)

CONDITIONS OF EMPLOYMENT:

• Must be eligible for Financial Aid Work Study.
• Must be enrolled in a minimum of 9 units at Hartnell College each semester.
• 10 to 20 hours per week (not to exceed 20 hours per week)
• Salary range $ 14 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.
   AND
• Please include your resume, reference list and a schedule of your fall semester classes attached to your application.

Submit the completed FWS Application to Joel Ledesma at jledesma@hartnell.edu
FINANCIAL AID WORK STUDY POSITIONS

- Student Assistant 1 – Warehouse

LOCATION
Building L
(Next to the Child Development Center and the Performing Arts building)

FINANCIAL AID STUDENTS ONLY

Fill out the application found on this Link:
https://www.hartnell.edu/students/programs/job-bank/
Submit the completed FWS Application to Joel Ledesma at Jledesma@hartnell.edu
Please include:
Application, Resume, Reference List, and a copy of your fall semester schedule.
Filing Deadline: Until Filled