

**STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT**

**JOB CLASSIFICATION/TITLE: STUDENT WORKER III**

**DEPARTMENT: ADMISSIONS & RECORDS / FINANCIAL AID / COUNSELING at ALISAL CAMPUS**

**OPEN UNTIL FILLED; PRIORITY FILING DEADLINE:** **January 17, 2020**

**REPRESENTATIVE DUTIES:**

* Answer incoming phone calls, schedule counseling and placement appointments
* Assist students with basic Admissions & Records / Financial Aid questions
* Guide students, staff, and faculty to classrooms; if needed
* Maintain files and supplies organized, create flyers and copies
* Assist the Enrollment Services Specialist with other duties as needed
* Greet students, staff and faulty

**KNOWLEDGE AND ABILITIES:**

* Customer service, interpersonal and communication skills
* Ability to use basic office equipment; photocopiers and telephones
* Able to complete task(s) in a timely manner
* Ability to use Microsoft Word and Excel
* Ability to process and handle confidential information with discretion
* Ability to navigate through the Hartnell College and Financial Aid websites
* Bilingual is preferred, but not required.

**CONDITIONS OF EMPLOYMENT:**

* Must be eligible for Federal 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 $ 13.65 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.

Submit the completed FWS Application to Imelda Suarez – Alisal Campus, Building AC-A102

1752 E. Alisal Street., Salinas, CA 93905 / 831-759-6093