| **Financial Aid** Work Study Positions* Student Assistant 1 – Warehouse

Location Building L(Next to the Child Development Center and the Performing Arts building)https://www.hartnell.edu/sites/default/files/l_thumb.jpg  | Financial Aid students OnlyFill out the application found on this Link:<https://www.hartnell.edu/students/programs/job-bank/>Submit the completed FWS Application in the Maintenance & Operations Department, Building LFiling Deadline:Until Filled |
| --- | --- |



**STUDENT FEDERAL WORK STUDY POSITION ANNOUNCEMENT**

**JOB CLASSIFICATION/TITLE: Student Assistant 1 - Warehouse**

**DEPARTMENT: Maintenance/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
* Preform 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 $ 13 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 in the Maintenance & Operation’s Department, Building L