



District-Funded Student Employment Opportunity

FHDA District Police: Security Assistant I.

This position is an on-campus job.

Position Description:

The Security Assistant supports security operations, including parking surveillance, collecting permit-station income, issuing parking tickets, monitoring and reporting campus activity or need for assistance, and securing buildings on campus (locking/unlocking buildings on the Foothill campus for staff and contractors visiting campus).

Minimum Qualifications:

- Good communication skills
- Current California driver's license
- Ability to work with minimum supervision.

Expectations:

- Arrive to your shift on time and communicate schedule conflicts in advance.
- Be open to constructive feedback and work on areas of improvement.
- Complete all college requirements, including submitting timecards by the deadline for each pay period.

Skills:

- Communication
- Critical thinking
- Global/Intercultural fluency
- Leadership
- Self-Awareness
- Technology
- Professionalism
- Teamwork
- Civic Responsibility

This position is for the Fall, Winter, and Spring of the 2023-24 academic year.
Starting salary: \$18.51/hr.

HOW TO APPLY

Application Process:

Equal Employment Opportunity: The Foothill-De Anza Community College District Equal Opportunity Plan, in compliance with Education Code section 87016(b), reflects the District's commitment to equal opportunity. All qualified applicants and employees will be considered for employment and advancement without regard to race, color, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission or any other status protected by applicable law.



To apply for this job, you must be enrolled in at least one class at Foothill College for the applicable academic year.

District-Funded Student Employment Eligibility and Enrollment Requirements

1. You must be **enrolled in at least 6.0 units**.
 - F-1 Students: 12 units as per the International Student Program requirements
2. If you have a GPA at Foothill-De Anza Community College District:
 - Your **cumulative GPA** at FHDA must be at least 2.0.
 - Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6 units; 12 units for F-1 students).
3. Have fewer than 180 combined attempted units at Foothill and De Anza Colleges.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

Hiring Supervisor: Sarvjit Dhillon
Email: dhillonsarvjit@fhda.edu

In your email subject line, type: “Application for District-Funded Job Position” (then add the **title of the position** you are applying for).

Include the following information in your email:

- Some information about yourself (attach a resume if you have one)
- Your student ID number
- Your hours of availability for work in the current/upcoming quarter
- Your phone number if you are willing to be contacted by phone.

If hired, your hiring supervisor will instruct you on the next steps to becoming a District Funded Student employee.

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