FOOTHILL COLLEGE

Federal Work Study Opportunity

Student Administrative Assistant I (Disability Resource Center)

This is a Federal Work-Study Student Position.

Only those with a 2021-2022 Federal Work-Study Award Option ſrom the Financial Aid Office are eligible to apply.

Note: Most Federal Work-Study jobs will be done remotely until we are fully back on campus. Be aware that remote jobs will likely end by December 31, 2021. While there may be some jobs specifically created for our current remote environment, the vast majority of our remote jobs will continue as on-campus jobs when campus re-opens.

- Most of our employers assume that their student employee will be available to physically work on campus once Foothill Campus re-opens.
- If you will not be available to physically work on campus once Foothill Campus re-opens, be sure to indicate that in your job application email.

Any student doing remote work must be physically located in California while working.

POSITION DESCRIPTION

General Job Description:
General clerical and administrative duties supporting an office, program, function, or individual

Specific job description details: (while remote)**:**

This job will be fully remote Fall quarter. It will become either a fully on-campus position or a hybrid (partially on-campus; partially remote) Winter and Spring Quarters.

Job duties while remote will include:
- Provide virtual admin support to registered DRC students
- Provide customer service through virtual DRC office by greeting students and visitors
- Provide clerical support to DRC Admin Assistant
- Provide guidance for new DRC students with intake process
- Scheduling DRC students' academic counseling appointments
- Processing student registration forms
- Importing student files to Clockwork database
- Scanning and shredding office files
- Assist with departmental virtual tours and presentations

Job duties while on campus will include:
- Provide customer service by greeting students and visitors
- Provide clerical support to DRC Admin Assistant
- Provide guidance for new DRC students with intake process
- Scheduling DRC students' academic counseling appointments
- Processing student registration forms
- Importing student files to Clockwork database

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- Scanning and shredding office files
- Assist with departmental tours and presentations

This Fall Quarter job may start as early as September 13, but applicants must be available to start by September 20. Discuss your start date at the time of your interview.

Salary: $17.60/hour

HOW TO APPLY

Requirements:

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.

Please DO NOT APPLY <u>unless</u> you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work.
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 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill **"Federal Work-Study Option"** entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
   - If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

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

Hiring Supervisor: Jackie Lauese

Email: lauesejackie@fhda.edu

In your email subject line, type: "Application for Federal Work Study Job" *(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

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If you are hired, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

(If you have any questions about the process, email Christine Johnson in the Financial Aid Office (johnsonchristine@fhda.edu). Please include your student ID number.