

Federal Work Study Opportunity

Student Administrative Assistant I (FH Library Circulation)

This is a Federal Work-Study Student Position.

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

This Fall-quarter-start position is an on-campus position that may begin as early as September 7, 2021.

POSITION DESCRIPTION

General Job Description:

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

Specific job description details:

- Checking in/out library materials, answering directional questions, assisting students and staff
- Assisting students in using Eprint and operating copy machines
- Shelving books, cleaning and maintaining stacks and the reserve area
- Assist staff in physical processing of reserve textbooks
- Performing other duties as assigned

Minimum qualifications:

- Friendly and patient
- Ability to understand and communicate effectively in the workplace
- Ability to interact well with students and staff
- Learn to alphabetize, sort by date, and shelve in Library of Congress classification/numbering system
- Learn and follow basic procedures and practices for circulation department
Basic knowledge/familiarity with computer
- Excellent attention to detail
- Ability to push a 45-pound cart
- Tolerance of dust and cleaning solutions

Preferred qualifications:

- Knowledge of Library of Congress classification/numbering system
- Knowledge of ALMA database
- Excellent attention to detail
- Excellent alphabetization skills
- Excellent public relations skills

Applicants will need to be fingerprinted through Campus Security before hire.

This is an on-campus position beginning Fall Quarter, 2021. Earliest possible start date: 9/7/21. The position pays \$17.60/hour. Applications will be accepted beginning 9/7/21.

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 unless 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:
 - o Your **cumulative GPA** at FHDA must be at least 2.0.
 - o 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.
 - o 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: Yasmine Malboubi

Email: MalboubiYasmine@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

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.