

GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	ESL assistant	Grossmont College Department:	ESL
Supervisor Name:	Carroll	Dean/Manager Name:	Dr. Fomeche
Supervisor's Room and Extension:	70-217 #83	Number of positions needed:	5
Pay Range:	Level I	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall + Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	M-F 8-8pm
Location Work-study student will be placed (If different from Supervisor's office):	ESL Lab		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	MS office Google Suite English past 105 level		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<small>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</small>			
ASSIST ESL faculty in student support			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1375801		
Signature of Dean/Manager:	Stephen Fomeche		Date: 8/1/2024

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu