


GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	FA Ambassador	Grossmont College Department:	Financial Aid & Scholarships
Supervisor Name:	Luma Shamon	Dean/Manager Name:	Pam Fleming
Supervisor's Room and Extension:	10-109, x7062	Number of positions needed:	5
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	Varies
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2024 and Spring 2025	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies and will work with student's schedule
Location Work-study student will be placed (If different from Supervisor's office):	Financial Aid Office - Building 10		
Skills and Other Requirements: <i>[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.]</i>	Command of the English language to the level of English 120, familiarity with MS Office, able to use the computer, great communication skills, have own transportation.		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>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.</i></p> <p>Financial Aid Ambassador-the purpose of the position is to provide assistance to students with financial aid. The duties and responsibilities include outreach on and off campus, financial aid presentations, assisting students with financial aid applications/forms, BankMobile and CampusLogic accounts, customer service at the counter, answering phones, working the Virtual Help Desk, and other duties as assigned.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1331092		
Signature of Dean/Manager:			Date: 9/23/24

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