


GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	Federal Work Study I	Grossmont College Department:	A&R
Supervisor Name:	TBA	Dean/Manager Name:	Wayne Branker
Supervisor's Room and Extension:	10-151	Number of positions needed:	10
Pay Range:	\$16.00	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Spring/Fall 2025	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	MT 8-6 WTH 8-5 F8-1
Location Work-study student will be placed (If different from Supervisor's office):			
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>	Computer, Microsoft office: (Microsoft Word & Microsoft Excel), website knowledge, phone edict, customer service, outlook.		
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>The Admissions & Records Ambassador supports the Admissions & Records Office by assisting students with the admissions process, registration, and maintaining accurate student records. This position helps increase awareness of A&R services, guides students through application and registration procedures, and ensures students understand important deadlines and requirements related to their enrollment. The Ambassador plays a critical role in fostering positive student experiences and ensuring smooth, efficient operations within the A&R department.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1332001-2311		
Signature of Dean/Manager:			Date: 1-7-25

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

