


GROSSMONT  
COLLEGE



Financial Aid Office

## 2024 - 2025 Federal Work Study Position Request

<b>Job Title/Classification:</b>	Office Assistant	<b>Grossmont College Department:</b>	Allied Health & Nursing Division
<b>Supervisor Name:</b>	Debora Curry	<b>Dean/Manager Name:</b>	Nancy Saks
<b>Supervisor's Room and Extension:</b>	34-256; x7149	<b>Number of positions needed:</b>	1
<b>Pay Range:</b>	Federal Work Study Level 1 \$16.00/hr.	<b>Number of Hours Per Week:</b> <i>[Maximum hours may not exceed 25 hours per week]</i>	10-25
<b>Semesters:</b> <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2024 & Spring 2025	<b>Days &amp; Times Needed:</b> <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Flexible hours between 9am - 4pm
<b>Location Work-study student will be placed (If different from Supervisor's office):</b>	Student will work in various locations: offices, staff cubicles, labs, or running errands and cleaning common areas. The main office will be 34-256.		
<b>Skills and Other Requirements:</b> <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>	English helpful. No prior job experience needed. Required to be on time and communicate if a change in schedule is needed. We are looking for efficient and hard-working individuals with a positive attitude and a team-work mentality. Must be willing and able to learn. Attention to detail is a plus.		
<b>Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:</b>			
<p><b>Example:</b> 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.</p> <p>The type of assistance needed in our office will vary greatly from filing and data-entry to cleaning tables, windows, and equipment. Training will be provided, and questions are welcome. There will be no "down-time" other than a 10-minute break when needed and a 30 minute lunch if working more than six hours in a day. Students will be expected to be working for us while on the clock.</p>			
<b>Smart Key</b> (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
<b>Signature of Dean/Manager:</b>			<b>Date:</b> 7/29/24

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