


GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	Ceramics TA	Grossmont College Department:	Art
Supervisor Name:	Ryan Gray	Dean/Manager Name:	Vanessa Fountain
Supervisor's Room and Extension:	27-204	Number of positions needed:	3
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	fall and spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Mon-Thurs 9am -9pm Fri Sat 9am-4PM
Location Work-study student will be placed (If different from Supervisor's office):	27-202		
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. able to lift up to 50lbs.		
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>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.</p> <p>Assist the ceramics professor and lab technician with instructional support, studio maintenance, and kiln operations. Experience in Ceramics preferred but not required. Strong organizational skills and cleanliness required.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	ceramics 1378601		
Signature of Dean/Manager:			Date: 7.25.2024

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