

GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	CLERK	Grossmont College Department:	ASGC ACTIVITIES
Supervisor Name:	Irene Bauza	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	10-110 ext 7603	Number of positions needed:	2
Pay Range:	I-Entry Level	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-15 hours per week
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>	MTWTh 9am-5pm, Friday 9am-1pm
Location Work-study student will be placed (If different from Supervisor's office):	Activities window is located inside Building 10. Work area is adjacent to and within hearing of the 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>	English language, customer service oriented, experience with computer programs and navigating Internet, basic math skills, familiarity with campus to direct students to other offices and locations, ability to arrive on time as scheduled.		
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>Activities Window Assistant: The purpose of this position is to explain and sell student bus passes, handle cash and documents, operate cash register, explain and distribute ASGC benefits package, assist with appropriate forms for student government and club accounting deposits and/or payment requests. Duties are performed using several computer programs.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	7336000 - Associated Students Grossmont College		
Signature of Dean/Manager:			Date: 7/8/2024

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