

GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	Lab assistant	Grossmont College Department:	Biology
Supervisor Name:	Susan Henderson	Dean/Manager Name:	Shawn Hicks
Supervisor's Room and Extension:	30-144 X7433	Number of positions needed:	2
Pay Range:	\$ 16.00/Hr	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	15-20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall/Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	m-TH 8AM-8PM
Location Work-study student will be placed (If different from Supervisor's office):	Biology Prep area & Lab classrooms		
Skills and Other Requirements: <small>[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.]</small>	Good grasp of English. Prefer students who have taken a Biology class w/ a Lab component.		
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>Dish/dressware washing, cleaning lab rooms. Help with lab preps for classes, other tasks as appropriate & needed.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1380202		
Signature of Dean/Manager:	Shawn Hicks	Date:	8/15/24

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

