

GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	Federal Work Study I,II,III	Grossmont College Department:	Student Affairs
Supervisor Name:	Sara Varghese	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	60-204 / EXT 7600	Number of positions needed:	2
Pay Range:	\$15.48 - \$19.64 based on experience	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	15
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2024 Spring 2025	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with course schedule
Location Work-study student will be placed (If different from Supervisor's office):	Student Affairs Office / 60-204		
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>	Ability to greet those who enter the office and provide support. Familiarity with MS Office, multi-line phone system, and command of the English Language. Assist with events.		
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>Federal Work Study I, II, III - the purpose of this position is to provide support to the Student Affairs Office. The duties and responsibilities include: greeting office guests, answering incoming calls, processing paperwork, assisting with tabling events, directing students to available resources.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336192		
Signature of Dean/Manager:			Date: 7/10/2024

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