

GROSSMONT
COLLEGE



Financial Aid Office

2024 - 2025 Federal Work Study Position Request

Job Title/Classification:	TRIO EOC Peer Mentor	Grossmont College Department:	TRIO EOC
Supervisor Name:	Corrie Charfauros	Dean/Manager Name:	Courtney Willis
Supervisor's Room and Extension:	Room 70-203 ext. 7388	Number of positions needed:	3
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10 - 20
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>	Varies and will work with student's schedule
Location Work-study student will be placed (If different from Supervisor's office):	Location will primarily be at Grossmont College, but they may occasionally need to attend community events and partner sites/schools.		
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 English Language to the level of English 98, bilingual preferred, familiarity with Google Workspace.		
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>Position Purpose: To help recruit, serve, guide, and support TRIO EOC participants in their transition to postsecondary</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> Support mentees in developing academic goals and student success skills Help prepare for and participate in presentations, field-trips, and social/community outreach events Connect participants to student services, resources, and programs Assistance managing social media accounts, and email campaigns Create and organize promotional material Attend staff meetings and trainings Other duties assigned 			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333291		
Signature of Dean/Manager:	<i>Courtney Willis</i>		Date: 08/09/2024

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