

G R O S S M O N T  
C O L L E G E



Financial Aid Office

## 2023 - 2024 Federal Work Study Position Request

<b>Job Title/Classification:</b>	Tutoring Center Greeter	<b>Grossmont College Department:</b>	LTR
<b>Supervisor Name:</b>	Niko Crumpton	<b>Dean/Manager Name:</b>	Tate Hurvitz
<b>Supervisor's Room and Extension:</b>	70-125, Ext 3716	<b>Number of positions needed:</b>	2-3
<b>Pay Range:</b>	\$16.00-16.52	<b>Number of Hours Per Week:</b> <i>[Maximum hours may not exceed 25 hours per week]</i>	8-16 hrs. depending on student availability & the center's needs.
<b>Semesters:</b> <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	<b>Days &amp; Times Needed:</b> <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's schedule. MSC hours are 9AM-7PM, M-Th and 9AM-1PM on Fridays.
<b>Location Work-study student will be placed (If different from Supervisor's office):</b>	36-227		
<b>Skills and Other Requirements:</b> <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 communicate clearly with GC students to the extent that they can help students set up an online user profile, sign-in using a computer, answer questions, and provide/recieve directions in English. With some initial guidance, use the computer and several different computer platforms. Willingness to learn new things and help out as needed. Self-motivated and can work independently as called for.		
<b>Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:</b>			
<p>The purpose of this position is to greet, guide, and support students who visit the Math and Science Center (MSC) and helping us to maintain a warm and welcoming space for students to study, do homework, and access tutoring services. The greeter works at the front-desk and welcomes students as they enter the MSC. The greeter helps students sign-in and set up user accounts; the greeter will provide information about our services to visitors and explain services to new students entering the center; the greeter will help students get situated at a table or computer; the greeter will help students with checking out calculators, handhelds, and/or books. The greeter may also be asked to help out with day-to-day shared duties associated with opening/closing tasks, cleaning,organizing, stocking materials, making copies, etc.</p>			
<b>Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):</b>	1329030		
<b>Signature of Dean/Manager:</b>	Tate Hurvitz	<b>Date:</b>	7/1/2024

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