

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



Financial Aid Office

2025 - 2026 Federal Work Study Position Request

Job Title/Classification:	Admissions & Record Ambassador	Grossmont College Department:	Admissions & Records
Supervisor Name: (Not a faculty or classified member)	Ruth Alcaraz	Dean/Manager Name:	Ruth Alcaraz
Supervisor's Room and Extension:	7199	Number of positions needed:	10
Pay Range:	level 3 \$22	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	25
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall/Winter	Days & Times Needed: <small>[i.e. MWF from 8am - 12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Monday - Thursday 8am-5pm Friday 8am-1pm
Location Work-study student will be placed (If different from Supervisor's office):	Admissions & Records office building 10		
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>	<ul style="list-style-type: none"> Problem-solving Customer service Communicating clearly and effectively both orally and in writing Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations Operating a computer, enterprise software, spreadsheets, word processing, and other standard office equipment Maintaining confidentiality of student files and records 		
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> <ul style="list-style-type: none"> Answer phones, emails, and in-person inquiries at the service counter Relay messages to staff and return voicemails Document imaging and filing Receive and input a variety of student/customer information into computer systems Receive, open, sort and route mail Prepare and compile packets of materials Cleaning and organizing of assigned area 			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1332001-2311		
Signature of Dean/Manager:	Ruth Alcaraz		Date: 8/8/25

After the Dean/Manager has signed, please return this request to the Financial Aid Office, by emailing Kresten Phillip and Luma Shamon

