

GROSSMONT
COLLEGE



Financial Aid Office

2025 - 2026 Federal Work Study Position Request

Job Title/Classification:		Grossmont College Department:	
Supervisor Name: (Not a faculty or classified member)		Dean/Manager Name:	
Supervisor's Room and Extension:		Number of positions needed:	
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>		Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	
Location Work-study student will be placed (If different from Supervisor's office):			
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>			
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
Example:			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):			
Signature of Dean/Manager:	<i>Dr, Vanessa Fountain</i>	Date:	<i>7/28/2025</i>

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