



FWS STUDENT HOURLY POSITION
Student Worker I – 1 Position
(Admissions & Records Department – Main Campus)
FILING DEADLINE: Friday, February 3, 2012 by 4:00pm

REPRESENTATIVE DUTIES:

- Filing
- Data entry
- Utilizing all office equipment as it is intended
- Responsible for folding financial aid letters/documents for outgoing/incoming mail
- Building informational packets for outreach events; workshops; orientations
- Maintain and building student file records

KNOWLEDGE AND ABILITIES:

- Good filing skills
- Accurate keyboarding
- Bilingual (desirable)
- Good communication skills
- Dependable

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study
- Must be enrolled in a minimum of 12 units at Hartnell College each semester
- 12 to 15 hours per week
- Salary range \$8.00 an hour

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

- A completed Hartnell College Application for Student Employment on Campus form.

Submit the completed Student Employment Application to Yvonne Carreon

In the Admissions & Records/Financial Aid Department CALL-121