



**FWS STUDENT HOURLY POSITION
ENROLLMENT AMBASSADOR – 1 Position
(Student Affairs – Main Campus)
FILING DEADLINE: Friday, February 3, 2012 by 4:00pm**

Representative Duties:

- Greet Students and visitors
- Assist students in completing Financial Aid application.
- Assist students in completing the application and registration process online using PAWS.
- Assist students in locating student services and providing general information about financial aid, assessment, and admissions.
- Provide tours of the campus as needed, and generally support student services as necessary.

Knowledge and Abilities:

- Strong interpersonal skills.
- Sensitivity to working with diverse student groups.
- Comfortable working with computers and online applications.

Conditions of Employment:

- Must be eligible for Federal Work Study.
- Must be available to work evening hours until 7pm.
- 8 to 10 hours per week.
- Salary range \$10.40 an hour.
- Must be enrolled in a minimum of 12 units at Hartnell College each semester.

Application Procedure:

The following item must be completed by the filing date.

- A completed Hartnell College Work Study Application.

*Submit the Completed Application to Yvonne Carreon
in the Admissions & Records Office
by Friday, February 3 at 4:00pm*