



STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker I

DEPARTMENT: Financial Aid Office

FILING DEADLINE: Until Filled

REPRESENTATIVE DUTIES:

- Filing
- Data entry utilizing all office equipment as it is intended.
- Folding financial aid letters/documents for outgoing mail.
- Building informational packets for outreach events; workshops; orientations.
- Maintain and building student file records, and other related duties as assign.

KNOWLEDGE AND ABILITIES:

- Accuracy
- Good communication skills
- Good Filing skills
- Positive public relation skills
- Neat and accurate typing
- Bilingual (desirable)

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 9 units at Hartnell College each semester.
- 12 hours per week.
- Salary range \$ 8.00 an hour.

APPLCATION 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 Application to Jessica Tovar

In the Financial Aid Department