

Federal Work Study Opportunity

CLERICAL ASSISTANT (Admissions & Records)

This is a Federal Work-Study Student Position.

Only those with a 2020-21 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.

Note: Most Federal Work-Study jobs will be done remotely until we are fully back on campus. Be aware that remote jobs will likely end when Foothill Campus reopens in 2021 (exact date currently unknown). While there may be some jobs specifically created for our current remote environment, the vast majority of our remote jobs will continue as on-campus jobs when campus re-opens.

- Most of our employers assume that their student employee will be available to physically work on campus once Foothill Campus re-opens.
- If you will not be available to physically work on campus once Foothill Campus re-opens, be sure to indicate that in your job application email.

Any student doing remote work must be physically located in California while working.

POSITION DESCRIPTION

General Job Description:

Student clerical assistants generally work in an office setting with office equipment such as telephones, faxes, computers, copiers, mail, files and public contact with students, staff or the public. At the higher levels may work with more complex software for designing materials or web pages, maintaining spreadsheet applications and/or office databases.

Specific description for this position:

Specific job description details (while remote):

This position will assist with peer to peer assistance answering questions regarding Foothill College Admissions & Records policies and procedures through email and phone. The employee will be provided with a district laptop and headset to do this work.

Specific job description details (when on campus):

The Clerical Assistant will provide registration assistance which includes application, registration and payment. They will assist peers at the front counter, over phones or email. The assistant will support the processing of registration documents and assist with projects as instructed by the Supervisor.

Minimum qualifications:

Comfortable with public speaking, reading and writing in English and using a computer.

Preferred qualifications:

Previous office experience or customer service experience.



This position is for Spring Quarter 2021. (If employee continues, the position will be for Summer, Fall, Winter, and Spring of 2021-2022 as well.)

Salary range is posted on Foothill College's Student Employment Webpage.

HOW TO APPLY

Requirements:

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.

Please **DO NOT APPLY** unless you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work and be in at least 6.0 current Foothill units at all times when working.
2. If you have a GPA at Foothill-De Anza Community College District:
 - o Your **cumulative GPA** at FHDA must be at least 2.0.
 - o Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill "**Federal Work-Study Option**" entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
 - o If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

Hiring Supervisor: Asha Jossis

Email: jossisasha@fhda.edu

In your email subject line, type: "**Application for Federal Work Study Job**" (then add the *title of the position you are applying for*).

Include the following information in your email:

- Some information about yourself (attach a resume if you have one)
- Your student ID number
- Your hours of availability for work in the current/upcoming quarter
- Your phone number, if you are willing to be contacted by phone

If you are hired, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

(If you have any questions about the process, email Christine Johnson in the Financial Aid Office (johnsonchristine@fhda.edu). Please include your student ID number.