

## Federal Work Study Opportunity

### Clerical Assistant (Foothill College Family Engagement Institute)

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#### 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.**

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#### 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:

Family Engagement Institute (FEI) is a leader in responding, developing and delivering accessible programs to **elevate the voice** of underserved communities since 2010. FEI **provides opportunities** and **inspires aspirations** that promote **college identity, access** and **retention** for underserved students and families. The partnership with Foothill College is unique and supports a **multigenerational pathway** to college with **family and community** as foundational to **educational equity and student success**.

The FEI Clerical Assistant will be responsible for providing indirect and direct services to support FEI's programs on and off campus. The Clerical Assistant will assist FEI's Staff and Noncredit Parenting (NCP) Faculty with administrative tasks such as educational material preparation, translating materials, contacting families prior to programs, collecting evaluation data, and attending workshops to assist in student registration and community outreach.

### **Minimum Qualifications:**

- Strong interpersonal skills and desire to interact with families and community
- Strong communication skills
- Basic Computer skills

### **Preferred Qualifications**

- Bilingual (Spanish)

This position is for Fall, Winter, and Spring Quarters.  
Salary range is posted on Foothill'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.
2. If you have a GPA at Foothill-De Anza Community College District:
  - Your **cumulative GPA** at FHDA must be at least 2.0.
  - 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.
  - 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: Betsy Nikolchev**

Email: [nikolchevbetsy@fhda.edu](mailto:nikolchevbetsy@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.

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