

## **Federal Work Study Opportunity**

### **CLERICAL ASSISTANT (Library Circulation)**

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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:**

While we are working remotely, the Clerical Assistant will be responsible for selecting a book for the quarter for students who would like to participate in a book club. You will need to read the book you've selected and facilitate student discussions on topics related to the book through Zoom meetings. Book approval and Zoom meetings mentored by a librarian.

When back on campus, the Clerical Assistant will be responsible for checking in/out library materials; answering directional questions; assisting students and staff. The Clerical Assistant will assist students in using Eprint; aid students in operating copy machines; shelve books; clean and maintain stacks and reserve area. The Clerical Assistant will assist staff in physical processing of reserve textbooks. Must pay attention to detail. Perform duties as assigned. Friendly and patient students welcome to apply.

### **Minimum Qualifications:**

- Ability to understand and communicate effectively in the workplace
- Ability to interact well with students and staff
- Learn to alphabetize, sort by date, and shelve in Library of Congress classification/numbering system
- Learn and follow basic procedures and practices for circulation department
- Basic knowledge/familiarity with computer
- Excellent attention to detail
- Ability to push a 45 lb. cart
- Tolerance of dust and cleaning solutions

### **Preferred Qualifications**

- Knowledge of ALMA database
- Excellent attention to detail
- Excellent alphabetization skills
- Excellent public relations skills

Students chosen for this position will need to be fingerprinted by our FH district police whenever Foothill College reconvenes face-to-face.

This position is for Fall, Winter, and Spring Quarters.

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.
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: Susanne Hinds**

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