

## **Federal Work Study Opportunity**

### **CLERICAL ASSISTANT (FH President's Office)**

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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:** Like most Federal Work-Study jobs for academic year 2020-2021, this job will be done remotely. Be aware that remote jobs will likely end when Foothill Campus reopens (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:**

Assist the President's Office with community correspondence, logistics for office hours and community meetings, filing, data entry, social media, website, and other duties as assigned.

**Minimum qualifications:** General knowledge of Microsoft Office and Outlook.

**Preferred qualifications:** Knowledge of Microsoft Office (Outlook [email and contacts], Word, and Excel). Knowledge of general web design and web posting.

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## Preferred Qualifications

Knowledge of Microsoft Office (Outlook [email and contacts], Word, and Excel). Knowledge of general web design and web posting.

The President's Office has 2 positions to fill and would like the successful candidates to begin work as soon as possible.

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:
  - 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: Veronica Casas Hernandez for Thuy Nguyen**

To apply, email: **[casashernandezveronica@fhda.edu](mailto:casashernandezveronica@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.