

## **Federal Work Study Opportunity**

### **Clerical Assistant (Foothill STEM Center)**

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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:**

The STEM Center Clerical Assistant can be assigned to one of several STEM Center Labs and associated projects. The STEM Center Clerical Assistant is an important part of what the mission of the STEM Center is about: Provide a friendly, comfortable, safe, environment for students to study, receive support, and maximize their chances of excelling in their classes. As such, the STEM Center Clerical Assistants are a critical part of supporting operations that make this possible, including the following tasks:

- Assist Office Assistant with general office projects that support online operations, and depending on the Clerical Assistant's level, help with scheduling, design, print, and post fliers to the STEM Center online bulletin boards, and work with data processing spreadsheets/databases/applications.
- Assist Language Resource Center Online Service as needed, including helping with "Online Front Desk" operations.
- Report any incidents to supervisor.
- Understand the mission of the STEM Center, complete your assigned tasks, and feel proud of being part for its continued success.

Duties of the Onsite STEM Center Clerical Assistant would also include the following:

- Staff the Front desk, and maintain the STEM Center in good order, making sure everything is running smoothly.
- Pay attention to rules being observed, and if not, report to the Faculty Tutors and/or contact the STEM Center Supervisor.
- Greet students arriving and leaving.
- Ensure students sign in and sign out.
- Provide general information to visitors.
- Introduce students to the STEM Center, if new, including use of computer and printer equipment, requesting a tutor, use of the kitchen, and in general policies, guidelines, and protocols for using the STEM Center.
- Answer telephones.
- Follow the STEM Center hourly checklist to make sure everything is clean and in order.
- Assist Faculty Staff as requested.
- Have coffee available at all times
- Make sure scratch paper is available on all tables for students to use
- Keep assigned area clean and in order

### **Minimum Qualifications:**

- Must be physically located in California while working
- Must be 18 years old minimum
- Good communication skills
- Telephone and video-conference manner
- Welcoming greeting manner when students arrive or leave at the STEM Center (onsite and online)
- Familiar with Word, Excel, Powerpoint, Zoom

### **Preferred Qualifications**

- Expertise with:
  - FHDA One Drive
  - Excel
  - Powerpoint
  - Word
  - HTML
  - Zoom Video-conference

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: Konstatin Kalaitzidis

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