

## Federal Work Study Opportunity

### Lab Assistant (Foothill Disability Resource 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.

**(If you have a Pell Grant or Federal Subsidized Loan offer but no Federal Work-Study Option, you may email [johnsonchristine@fhda.edu](mailto:johnsonchristine@fhda.edu) with your student ID number to request the FWS option.)**

**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:

Lab assistants generally work in a lab setting providing student support, materials distributions, setup and take down. At higher levels may involve maintenance and/or repair of lab equipment or knowledge of safety requirements when dealing with hazardous materials.

### Specific description for this position (while remote):

- Assist students with disabilities with registration process, adding and dropping a class, and making appointments with counselors
- Assist lab coordinator in updates, maintenance and installations to computers
- Monitor, troubleshoot and report computer and other assistive technology problems
- Assist with installation and questions regarding assistive technology
- Assist students with checking in and checking out loaner equipment
- Assist with special projects

### Specific description for this position (when on campus):

- Assist students with disabilities with registration process, adding and dropping a class, and making appointments with counselors



- Enforce Computer Access Center use Guidelines
- Maintain safe, clean low distractive environment for students and staff
- Assist lab coordinator in updates, maintenance and installations to computers
- Monitor, troubleshoot and report computer and printer problems
- Keep lab clean and in order
- Assist with installation and questions regarding assistive technology
- Keep paper supply in printer and back up supply in cabinet
- Assist students with checking in and checking out loaner equipment
- Assist with special projects

### **Minimum Qualifications:**

- Meet the qualifications for a Federal Work-Study student employee

### **Preferred Qualifications:**

- Sensitivity and understanding of diverse populations, including students with disabilities
- Computer, software and internet skills
- English writing and editing skills
- Communication skills

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: Jackie Lauese/Jessica Alarcon**

Email: [lauesejackie@fhda.edu](mailto:lauesejackie@fhda.edu) and [alarconjessica@fhda.edu](mailto:alarconjessica@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.