

## **Federal Work Study Opportunity**

### **Peer Assistant (Biology Tutor: Mountain View High School Tutorial 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:**

Peer Assistants generally work directly with other students providing guidance, information, or advice related to a program or service. At higher levels may involve supervision, training, or work assignments of other student peer assistants.

##### **Specific description for this position:**

This particular position is for one-on-one tutoring at Mountain View High School Tutorial Center with high school students. Topics for tutoring will depend on need. Greatest demand is generally math and science. We ask that students hired for the position take a 1-unit Foothill course in tutoring to improve their tutoring skills and to increase their salary. Because you will be working with high school students, fingerprinting and a tuberculosis assessment are required.

Current need (for academic year 2020-2021): **Biology Tutors**

This job will start out being done remotely. It will likely remain remote for the remainder of 2020 and possibly into 2021. Any student hired for this position will be expected to be able to transition to in-person work at the Mountain View High School Tutorial Center once that campus reopens. Do not apply for this position if you will be unable to do that.

### **Minimum Qualifications:**

- Grade of "A" in subjects to be tutored
- Good communication skills and patience
- Desire to work with high school students
- Transportation to Mountain View High School

This job begins as early as late August and continues to late May/early June.

We prefer a commitment of at least 7 to 10 hours per week

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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: Christine Johnson/Nancy Rafati**

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