

Federal Work Study Opportunity

Administrative Assistant I (FH Counseling Dept.-Owl Scholars Program)

This is a Federal Work-Study Student Position.

Only those with a 2021-2022 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 fully 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.

POSITION DESCRIPTION

General Job Description:

General clerical and administrative duties supporting an office, program, function, or individual

This position will be fully remote for Summer quarter (must be able to start by July 19); fully remote or a hybrid (part remote; part on campus) in Fall; possibly fully remote or hybrid or fully on campus Winter quarter; and either hybrid or fully campus Spring quarter.

Specific job description details:

This position works directly with the Owl Scholars Program within the Counseling Division. The Owl Scholars program help connect students to campus support services to help maximize their chance of success in the classroom. If you have a knack for helping other students, The Owl Scholars Program is looking for you! Admin Assistant I Positions are now hiring.

As an Admin Assistant I, this position will be focused on contacting students referred to the program to help connect them to support services.

Commit to 10-15 hours per week of Counseling and Ambassador activities.

- Generally, will work in an office setting on campus or virtually and interact with students seeking support in the area of Counseling, Campus Resources, Academic Support, and will provide high quality customer service by phone, email or in person, or other related duties as needed.
- Will partner with program staff to build service leadership development, through projects, presentations, and other professional development activities.
- Will work with Counseling Faculty and Staff to support special Counseling cohorts.
- Will assist with clerical work, such as maintain spreadsheet applications and/or office databases, including extensive use of the Starfish platform.



Minimum Qualifications:

- Past leadership experience or interest in leadership experience at Foothill College
- Comfortable with public speaking and using a computer

This position is for all four 2021-2022 quarters (if all positions aren't filled summer, positions will remain open until filled).

This position pays \$17.60/hour.

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: Chris Chavez

Email: chavezchris@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.



(If you have any questions about the process, email Christine Johnson in the Financial Aid Office (johnsonchristine@fhda.edu). Please include your student ID number.