

## **Federal Work Study Opportunity**

### **Student Administrative Assistant I (FH Ambassador Program)**

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**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 fully or primarily remotely until we are fully back on campus. Be aware that remote jobs will likely end by December 31, 2021. 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:**

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

### **Specific Job Description:**

- Virtually or on Campus, commit to 10-19 hours per week of Ambassador activities.
- Virtually or on Campus, work in an office setting and interact with students seeking assistance and provide high quality customer service by phone, email, or other related duties as needed.
- Will be partnering up with staff to build service leadership development, through projects, presentations, workshops, and other professional development activities to support students.
- Provide general assistance to students by phone or email
- Answer general questions about the office student works and Foothill College
- Provide great customer service
- When on campus, greet students as they enter office

Ambassadors' positions are throughout Foothill virtual campus or Foothill campus: Job specifics will differ depending on location, but the general description above applies to all.

- Admissions and Records
- Athletics, Counseling
- Disability Resource Center
- Basic Needs/EOPS
- Outreach
- International Student Program
- Outreach
- Technology Support
- Veteran's resource Center



- Wellness (Psychological Services)

**Minimum qualifications:**

- Past leadership experience or interest in leadership experience
- Current Foothill full time student in good academic standing (2.0 GPA or higher). Must meet Student Employee Requirements (see <https://foothill.edu/financialaid/programs/employment.html>)

**Preferred qualifications:**

- Customer service experience

This job will be fully remote Fall Quarter, **unless** the department you are assigned to requests in-person help; in that case, it would become a hybrid position. For further information about positions, working remotely or on campus, contact the Ambassador Program at [ambassadors@fhda.edu](mailto:ambassadors@fhda.edu).

Applications are currently being accepted. This Fall Quarter job may start as early as September 1<sup>st</sup>. Discuss your start date at the time of your interview.

Salary: \$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: Catalina Rodriguez**

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