

Federal Work Study Opportunity

Student Administrative Assistant I (FH Science Learning Institute)

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: Many Federal Work-Study jobs will be done remotely until we are fully back on campus. Some will be hybrid positions (done partially on campus and partially remotely). This job will be a hybrid position Fall Quarter and will likely become a fully-on-campus job Winter Quarter.

Be aware that fully 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.

To work on campus, students are required to be vaccinated. If you have questions or concerns about this, you may contact johnsonchristine@fhda.edu.

POSITION DESCRIPTION

General Job Description:

Advanced, more responsible and complex clerical and administrative duties supporting an office, program, function, or individual

Specific job description details:

The Science Learning Institute's mission is to **advance equity in STEM** at Foothill College by supporting students from underrepresented groups in their academic and career pathways in STEM and through initiatives working with faculty and within the institution.

The SLI Administrative Assistant will work closely with the SLI Director in a range of administrative and programmatic supports. These tasks will include the following:

- Researching scholarship and internship opportunities for students and posting them on the SLI website.
- Developing and maintaining a STEM student listserv.
- Developing outreach materials and collateral related to SLI programs.
- Spreadsheet data entry and data management related to the PRE-STEM program.
- Student outreach and awareness raising about events and programs that SLI sponsors.
- Assisting with creating events and activities for STEM students.
- Collaborating with student STEM clubs.

- Assisting with SLI webpage content management.
- Supporting other administrative tasks related to community and school partnerships, such as outreach, email management, and communications

Minimum qualifications:

- Be a STEM major.
- Familiarity with Microsoft applications, especially Word, Excel, and PowerPoint, and Google applications, especially Drive, Docs, Sheets, and Forms. High proficiency is not required – but a willingness to learn is!
- Understanding of and interest in diversity issues in STEM, such as increasing representing of people of color and women in STEM disciplines and careers.
- Strong communication skills – verbal and written.
- Desire to learn, grow, and develop.
- Able to commit at least 5 hours a week.
- Flexibility and ability to adapt to change and uncertainty.

Preferred qualifications:

- Search engine research skills.
- Familiarity with the local communities – Mountain View, Los Altos, Sunnyvale, Cupertino. Connections with any of the local public schools.
- Experience participating in or running clubs at Foothill.

This posting will likely be partially remote and partially on campus Fall Quarter, 2021. Beginning Winter Quarter, the position is expected to become an on-campus job (but that may change based on the state of the pandemic).

Applications are currently being accepted. This Fall Quarter job may start as early as September 7, 2021. 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: Sophia Kim

Email: kimsophia@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.