

## Federal Work Study Opportunity

### Student Administrative Assistant I (Zoom host) (FH Teaching & Learning Center)

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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 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 details** (while remote):

Administrative Assistants for the Learning Resource Center (LRC) Tutoring programs will be responsible for serving as hosts and co-hosts for the LRC Tutoring Zoom Room, which houses the Teaching & Learning Center, Pass the Torch, and STEM Center. As a tutoring room host or co-host, the LRC administrative assistant will:

- Greet students, faculty tutors, and peer tutors when they arrive in the LRC Tutoring Zoom Room and work with other hosts and co-hosts to move individuals into the correct breakout rooms
- Pair faculty and peer tutors with students who are seeking tutoring services
- Manage 50 Zoom breakout rooms for LRC tutoring services, including moving students into and out of breakout rooms, monitoring breakout rooms, and directing faculty tutors and peer tutors to specific breakout rooms to work with students
- Work with hosts, co-hosts, and tutors to manage waiting lists and Zoom breakout rooms during peak tutoring times to ensure smooth service
- Input information into eSARS tutoring tracking system on an ongoing basis during each shift and use eSARS to monitor incoming and outgoing student traffic
- Work with LRC Tutoring staff to troubleshoot technical issues with Zoom in a timely and efficient manner
- Answer general questions from students about the LRC tutoring services and resources on campus, or direct students to the appropriate individuals or offices on campus
- Work with LRC Tutoring staff to improve hosting and co-hosting workflow in the LRC tutoring zoom room

**Minimum qualifications:**

- Current Foothill College student enrolled in at least 6 units
- **Minimum overall Foothill GPA of 3.0**
- Be motivated to learn new skills
- Ability to work at least 5 hrs/week
- Possess workflow management skills and the ability to stay organized in a busy work environment with frequent interruptions
- Understand the importance of maintaining the confidentiality of students who seek academic support from the LRC tutoring programs
- Have an understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, linguistic, and cultural backgrounds, disability, and sexual orientation of students and staff
- Have access to a computer and reliable internet connection for hosting and co-hosting responsibilities via Zoom
- Be physically located in California when working

**Preferred qualifications:**

- Experience working in an office environment
- Experience working with individuals from diverse ethnic, racial, socio-economic, academic, linguistic, and cultural backgrounds
- Experience working with Zoom and serving as host or co-host for sessions with large numbers of people and multiple breakout rooms

**Specify for each quarter whether the job will be fully remote, on campus, or a hybrid:**

- Fall Quarter: fully remote
- Winter Quarter: on campus (may change based on pandemic)
- Spring Quarter: on campus (may change based on pandemic)

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

Applications will be accepted starting August 1, 2021. 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, in addition to the job-specific minimum qualifications, 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: Melia Arken**

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