

## **Federal Work Study Opportunity**

### **Student Administrative Assistant I (Counseling Dept.)**

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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 description for this position:

### **Specific Job Description:**

While remote:

- Assist Counseling Office Front Desk Support Team with new student Live Chat messaging system via online;
- Assist students via telephone & email with counseling appointment scheduling;
- Assist students with instructions on how to create a Zoom account for counseling appointments;
- Provide referrals to students via telephone and email to various college departments;
- Assist students via telephone and email with general Counseling Virtual office services.

When on campus:

- Assist Counseling Front Desk Support Team with greeting students, faculty, staff and public when walking into the Counseling Center;
- Assist students with scheduling counseling appointments;
- Provide information to students, faculty, & staff on Quick Question's services and times;
- Direct students to the locations on campus where Quick Question's are offered by the counselors & other duties as assigned;
- Assist counselors with change of schedules;
- Cover the Counseling Office front desk during staff lunch breaks;
- Assist with International student Drop-In times;
- Create flyers for students to be informed of counseling services provided during Fall, Winter, Spring, & Summer breaks.

**Minimum Qualifications:**

Desire to work with students, faculty, staff and community in-person.

This position is for Fall, Winter, and Spring Quarters and 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: Francis Varela-Ramirez**

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