

Federal Work Study Opportunity

Student Administrative Assistant I (FH Ambassador Program)

This is a Federal Work-Study Student Position.

Only those with a 2023-2024 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.

The Student Administrative I (FH Ambassador Program) is a general clerical and position that supports an office, program, function or an individual and plays an important role in promoting the Office of Student Affairs & Activities mission which support student development and leadership.

Primary Responsibilities:

- Commit to 10-19 hours per week of Ambassador activities.
- Greet visitors and create a welcoming atmosphere for all students, alumni, staff, faculty, and employers entering the office.
- Assist with essential day-to-day operations, including answering phone calls, managing office inbox, and scheduling student appointments.
- Assist with data entry and reporting of office usage, appointments, and events

Expectations: Examples include

- Arrive to your shift on time and communicate schedule conflicts in advance.
- Be open to constructive feedback and work on areas of improvement.
- Complete all college requirements, including submitting timecards by the deadline for each pay period.

Skills:

- Communication
- Critical thinking
- Global/Intercultural fluency
- Leadership
- Self-Awareness
- Technology
- Professionalism
- Teamwork
- Civic Responsibility

Ambassadors' positions are throughout Foothill campus: Job specifics will differ depending on department, but the general description above applies to all. Example of Departments:

- Welcome Center & Design Center
- Student Judicial Affairs
- BIPOC/Multicultural Center
- Health Services
- Students Activities

Starting salary: \$17.60

HOW TO APPLY

Application Process:

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.

Work-Study Eligibility and Enrollment 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:
 - o Your **cumulative GPA** at FHDA must be at least 2.0.
 - o 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. For the current academic year, you must have a Foothill "Federal Work-Study Option" entry in your MyPortal Foothill College Financial Aid Award Letter.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

Hiring Supervisor: Sofia Abad

Email: abadsofia@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 hired, your hiring supervisor will instruct you on the next steps to becoming a Federal Work-Study employee.

Equal Employment Opportunity Statement:

The Foothill-De Anza Community College District Equal Opportunity Plan, in compliance with Education Code section 87016(b), reflects the District's commitment to equal opportunity. All qualified applicants and employees will be considered for employment and advancement without regard to race, color, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission or any other status protected by applicable law. This policy applies to all employment practices and terms and conditions of employment, including but not limited to promotions, transfers, compensation, terminations, training, and participation in student employment-sponsored benefits or programs.