

Federal Work Study Opportunity

Administrative Assistant I (Financial Aid Office)

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.

- Most of our employers assume that their student employee will be available to physically work on campus.
- If you will not be available to physically work on campus, be sure to let the hiring supervisor know.

Any student doing remote work must be physically located in California while working.

POSITION DESCRIPTION

General Job Description:

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

Specific description for this position:

If doing remote work:

- Greet visitors at the Financial Aid virtual front desk
- Respond to emails
- Log voicemail messages
- Provide financial aid and other relevant information
- Check students' financial aid statuses
- Assist students with completing their financial aid applications
- Work with the Financial Aid Outreach team to plan the content and schedule for Financial Aid social media accounts
- Do research for and help prepare posts for Financial Aid social media accounts

If doing on-campus work:

- Greet visitors at the Financial Aid front desk
- Answer phone calls
- Log voicemail messages
- Respond to emails and voicemail messages
- Provide financial aid and other relevant information
- Check students' financial aid statuses
- Assist students with completing their financial aid applications
- Review financial aid documents for completion
- Record the receipt of documents in the computer system
- Create files
- File documents
- Work with the Financial Aid Outreach team to plan the content and schedule for Financial Aid social media accounts



- Do research for and help prepare posts for Financial Aid social media accounts
- Help with Financial Aid Outreach events, including set-up and clean-up, distributing financial aid materials, and answering financial aid questions

Minimum Qualifications:

- Excellent customer service and communication skills
- Basic computer skills
- Strong alphabetizing skills
- Reliability
- Patience
- Attention to detail

Preferred Qualifications:

- Experience having applied for financial aid
- Interest in social media marketing

This position is for Summer, Fall, Winter, and Spring Quarters.
Starting 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 Adaly Padro—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically present 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: Kerry Bahadur



Email: bahadurkerry@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 Adaly Padro in the Financial Aid Office (padroadaly@fhda.edu). Please include your student ID number.