



## District-Funded Student Employment Opportunity

### Stem Science: Administrative Assistant I

---

**This position is an on-campus job.**

---

#### Position Description:

The Administrative Assistant will support the office, program, function, or individual. Examples of such duties include but are not limited to, copying, scanning, organizing, mail distribution, office supplies management, assisting with signage, seasonal/special programs tasks, and performing other related duties as assigned.

#### Primary Responsibilities:

- 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 department programming and event administration.
- Assist with data entry and reporting office usage, appointments, and events.

#### Expectations:

- 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

**This position is between 9 AM-3 PM, Monday through Friday. Start as soon as possible.  
Starting salary: \$17.60/hour; 10 hours per week**

#### HOW TO APPLY



## Application Process:

*To apply for this job, you must be enrolled in at least one class at Foothill College for the applicable academic year.*

### District-Funded Student Employment Eligibility and Enrollment Requirements

1. You must be **enrolled in at least 6.0 units**.
  - F-1 Students: 12 units as per the International Student Program requirements
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 units; 12 units for F-1 students).
3. Have fewer than 180 combined attempted units at Foothill and De Anza Colleges.

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

**Hiring Supervisor: Sharon Garcia-Vega**

Email: [garciavegasharon@fhda.edu](mailto:garciavegasharon@fhda.edu)

**In your email subject line, type: “Application for District-Funded Job Position”** (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 District Funded Student 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.

---