

Federal Work Study Student Job Posting 2023-24

Division: Admissions nad Records

Department: Enrollment Services

Position: STU Administrative Assistant I

Note: For Summer Quarter and Fall Quarter, most student jobs will be done remotely. Be aware that remote jobs will likely end when Foothill Campus fully reopens (date unknown).The majority of remote jobs will then become on-campus jobs.

General Position Description (this must remain as is): General clerical and administrative duties supporting an office, program, function, or individual

Answering and directing calls, working the front counter, taking messages, check emails and responding to students, processing forms and uploading forms and update computer databases and maintaining filing systems for efficient recordkeeping and easy retrieval. Completing assignments and projects according to instructions from supervisors. Other duties as assigned.

Specific job description details (while remote; if your position is to be offered ONLY as an on-campus job, leave this blank):

Answering and directing calls, working the front counter, taking messages, check emails and responding to students, processing forms and uploading forms and update computer databases and maintaining filing systems for efficient recordkeeping and easy retrieval. Completing assignments and projects according to instructions from supervisors. Other duties as assigned.

Specific job description details (when on campus):

Answering and directing calls, taking messages, check emails and responding to students, processing forms and uploading forms and update computer databases and maintaining filing systems for efficient recordkeeping and easy retrieval. Completing assignments and projects according to instructions from supervisors.

Minimum qualifications (if qualifications for remote work are different from on-campus work, be specific):

Preferred qualifications (if qualifications for remote work are different from on-campus work, be specific):

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

Summer, Fall Winter and Spring : In Person
Choose and complete:

For Jobs running Summer – Spring (range: July 1-June 24): *(Note: If not filled during Summer Quarter, position will remain posted for a start date as soon as possible.)*

- This position will begin Summer Quarter 2021 and will continue through August, September, and into Fall, Winter, and Spring Quarters.
 - Earliest start date: _____7/1/22_____
 - Must be able to start by: _____n/a_____3_____
- This position will begin Summer Quarter 2023, end for some weeks between the end of Summer Quarter and the start of Fall Quarter.
 - This job will go on break beginning: _____
 - This job will restart beginning: _____

For Jobs running Fall – Spring (range: September 1-June 24): *(Note: If not filled during for “earliest start date”, position will remain posted for a start date as soon as possible.)*

- This position is for Fall, Winter, and Spring Quarters.
 - Earliest start date: _____9/1/23_____
 - Application emails will be accepted beginning: _____7/1/23_____

Number of Positions:

Three (3)

Hiring Supervisor: Achsah Jossis

Phone:

E-mail: Jossisasha@fhda.edu

Notes of clarification to Student Employment Coordinator: