



## Federal Work Study Opportunity

### FHDA District Police: Security Assistant

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**This position is on campus.**

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The Security Assistant supports security operations, including parking surveillance, collecting permit-station income, issuing parking tickets, monitoring and reporting campus activity or need for assistance, and securing buildings on campus (locking/unlocking buildings on the Foothill campus for staff and contractors visiting campus).

#### **Minimum Qualifications:**

- Good communication skills
- Current California driver's license
- Ability to work with minimum supervision.

#### **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 for the Fall, Winter, and Spring of the 2023-24 academic year.  
Starting salary: \$18.51/hr.**

## **HOW TO APPLY**

#### 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.



## 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: Sarvjit Dhillon**  
Email: [dhillonsarvjit@fhda.edu](mailto:dhillonsarvjit@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.

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