

GROSSMONT
COLLEGE



Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	A&R Ambassador	Grossmont College Department:	Admissions & Records
Supervisor Name:	Wayne Branker	Dean/Manager Name:	Aaron Starck
Supervisor's Room and Extension:	10-150 (x7199)	Number of positions needed:	2
Pay Range:	\$15.52	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am-12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	varies. will work with student schedule
Location Work-study student will be placed (if different from Supervisor's office):	A&R Office		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, 1B Test, etc.]</small>	-Customer Service Skills -Document Management Skills		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> Assist students with registration and submitting documents to A&R. Outreach to students regarding missing items.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1332001		
Signature of Dean/Manager:	Aaron Starck		Date: 9/7/2021

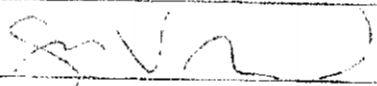
After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

GROSSMONT
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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Clerk	Grossmont College Department:	Activities Window
Supervisor Name:	Irene Bauza	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	10-111, x7603	Number of positions needed:	2
Pay Range:	current minimum wage	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	16 hrs/week, up to 25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am-12noon, M-F mornings. Varies and will work with student's schedule, etc.]</i>	MTWTh 9am-1pm MTWTh 1pm-5pm Could vary to fit with student schedules.
Location Work-study student will be placed (If different from Supervisor's office):	Activities window sales area located adjacent to supervisor's office.		
Skills and Other Requirements: <i>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</i>	English language to English 98 level; basic computer and math skills, familiarity with our campus to direct students to other campus offices and locations, and able to arrive on time for work.		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> Activities Window Clerk - the primary purpose of this position is to sell student bus passes, explain and distribute the ASGC benefits package, and assist customers with appropriate forms for student government and club accounting purposes. Duties are performed using several computer programs and a cash register.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336004		
Signature of Dean/Manager:			Date: 8/31/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gccc.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Office Assistant	Grossmont College Department:	Allied Health & Nursing
Supervisor Name:	Christine Girsch	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	34-256, x7149	Number of positions needed:	1
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	up to 25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 21 and Spring 22 semesters	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	flexible days and times between M-F, 8:00-4:30. Will work with student's schedule.
Location Work-study student will be placed (If different from Supervisor's office):			
Skills and Other Requirements: <i>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</i>	-command of the English Language -attention to detail to maintain AH&N program accreditation standards -confidentiality in student information -may not currently be on any of the program waitlists or enrolled in any AHN program		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> Office Assistant in the Health Professions office- to provide assistance to the Health Professions Specialists in the Allied Health & Nursing Program offices. To assist students with direction and basic program information, in person and on the phone if necessary. Manage students physical and electronic files according to accreditation regulations.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:	Nancy Saks	Date:	8/24/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Lab tech assistant	Grossmont College Department:	Art/Ceramics
Supervisor Name:	Evan Lopez	Dean/Manager Name:	Joel Castellaw
Supervisor's Room and Extension:	room 203 ext 7251	Number of positions needed:	2
Pay Range:	15/hr	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	18
Semesters: <small>[i.e. Full and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Varies and will work with students
Location Work-study student will be placed (If different from Supervisor's office):	Ceramics department		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	English. Worker must be able to lift 30lbs		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i></p> <p>Student will supplement Lab technician in Glaze mixing, clay making, and studio cleaning</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1378601		
Signature of Dean/Manager:	Elec. Sig: Joel Castellaw		Date: 09.07.21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gccd.edu

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2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Aide	Grossmont College Department:	Chemistry
Supervisor Name:	Lisa Oertling	Dean/Manager Name:	Shawn Hicks
Supervisor's Room and Extension:	30-230/7817	Number of positions needed:	3
Pay Range:	\$14.48	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	16
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring 2021-2022	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	M-TH: 1pm-5pm M & W: 5pm-9pm F:8am-2pm
Location Work-study student will be placed (If different from Supervisor's office):	Chemistry stockroom and labs 30-230, 30-222, 30-240, 30-242, 30-250		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	Command of the English language Willingness to perform tasks directed by technicians Desire to perform tasks in a satisfactory way Interact with staff and students professionally and with courtesy		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> The student will perform low level tasks directed by the technicians such as, washing laboratory glassware, resupplying lab stock items, handing out and receiving equipment and materials to the students, and sanitizing lab surfaces.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1381001-2411		
Signature of Dean/Manager:	Shawn Hicks		Date: 8/19/2021

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Counseling Center Clerk	Grossmont College Department:	Counseling Center
Supervisor Name:	Veronica Romero	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7213	Number of positions needed:	1-2
Pay Range:	\$14.48	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	10-20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Counseling Center Front Desk and/or Library		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	Command of the English Language to the level of English 120 (In Progress or Completed with a C or higher).		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i></p> <p>Counseling Center Clerk - The purpose of this position is to provide excellent customer service at the Counseling Center. The duties include: in-person and over the phone assistance to students, district employees, and the general public; scheduling counseling appointments; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality. Student may also be assigned to check-in students for their counseling appointments at the Library - 2nd floor.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333005		
Signature of Dean/Manager:			Date: 8/26/21

After the Dean/ Manager has signed, please return this request to the Financial Aid Office 10-109 ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Transfer Center Clerk	Grossmont College Department:	Counseling Center
Supervisor Name:	Veronica Romero	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7213	Number of positions needed:	1-2
Pay Range:	\$14.48	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	10-20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Transfer Center Front Desk		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	Command of the English Language to the level of English 120 (In Progress or Completed with a C or higher).		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i></p> <p>Transfer Center Clerk - The purpose of this position is to provide excellent customer service at the Transfer Center. The duties include: in-person and over the phone assistance to students, district employees, and the general public; scheduling transfer counseling appointments and scheduling application workshops; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333005		
Signature of Dean/Manager:			Date: 8/24/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	ESL Student Ambassador	Grossmont College Department:	ESL/ACE
Supervisor Name:	Sara Ferguson/Natalia	Dean/Manager Name:	Agustin Albarran
Supervisor's Room and Extension:	70-217 ext: 7493	Number of positions needed:	1
Pay Range:		Number of Hours Per Week: <i>(Maximum hours may not exceed 25 hours per week)</i>	10
Semesters: <i>(i.e.: Fall and Spring, Fall Only, Spring Only)</i>	Fall and Spring, or Fall Only	Days & Times Needed: <i>(i.e.: MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.)</i>	Varied. Will work with student's schedule.
Location Work-study student will be placed (If different from Supervisor's office):	38E-101A		
Skills and Other Requirements: <i>(i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.)</i>	Skilled in social media account management. Strong command of spoken and written English.		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> This position will support the ESL and ACE programs' outreach efforts by optimizing the programs' social media presence and marketing. The student will assist with other general ACE office duties such as greeting guests and responding to inquiries.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1385099 (ACE) 1375801 (ESL)		
Signature of Dean/Manager:	Agustin Albarran	Date:	08/26/2021

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	FWS 1	Grossmont College Department:	Financial Aid
Supervisor Name:	Barbara Gallego/Josceline Torres-Felix	Dean/Manager Name:	Michael Copenhaver
Supervisor's Room and Extension:	Bldg. 10/ 7121	Number of positions needed:	1
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-15
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 21-Spring 22	Days & Times Needed: <i>[i.e. MWF from 8am - 12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Mon-Thurs: 8:00am-4:00pm
Location Work-study student will be placed (If different from Supervisor's office):	N/A		
Skills and Other Requirements: <i>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</i>	<ul style="list-style-type: none"> -Command of the English language to the level of English 110 -Familiarity with Microsoft word and Excel -Excellent customer service skills -Ability to communicate effectively both orally and in writing -Ability to work independently with little direction -Ability to operate standard office equipment (e.g. calculators, personal computer, copiers, etc.) 		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> The purpose of this position is to provide support to the Scholarship Specialist. The duties and responsibilities include establishing and maintaining a variety of files and records, confidentiality of information and records, answering students questions about scholarships, and other duties assigned.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	13311092		
Signature of Dean/Manager:	Michael S Copenhaver	Digitally signed by Michael S Copenhaver Date: 2021.08.26 14:20:53 -07'00'	Date:

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Financial Aid Aide	Grossmont College Department:	Financial Aid
Supervisor Name:	Barbara Gallego	Dean/Manager Name:	Michael Copenhaver
Supervisor's Room and Extension:	10-110	Number of positions needed:	4
Pay Range:	14.52	Number of Hours Per Week: <small>(Maximum hours may not exceed 25 hours per week)</small>	15-20
Semesters: <small>(i.e. Fall and Spring, Fall Only, Spring Only)</small>	fall & spring	Days & Times Needed: <small>(i.e. MWF from 8am - 12noon, M-F mornings, Varics and will work with student's schedule, etc.)</small>	will vary
Location Work-study student will be placed (If different from Supervisor's office):	Financial Aid Office-- Building 10		
Skills and Other Requirements: <small>(i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.)</small>	Command of the English Language to the level of English 120 or equivalent.		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> Under the direction of the Financial Aid Supervisor, perform specialized clerical duties and provide technical assistance in support of financial aid programs and services. Provide technical assistance and information to students regarding financial aid programs, policies and procedures. Instruct students in correct procedure of completion of forms and applications; explain requirements and restrictions; review completed forms for accuracy and completeness by evaluating and comparing financial aid application with verification documents submitted by the student and the Financial Aid Management System. Schedule appointments for students with Financial Aid Advisors and other staff members; answer telephones and provide general information and assistance. Maintain the office filing system.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1331092		
Signature of Dean/Manager:	Michael S Copenhaver	Digitally signed by Michael S Copenhaver Date: 2021.08.26 14:19:39 -07'00'	Date:

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	FWS 1	Grossmont College Department:	Financial Aid
Supervisor Name:	Daniel Hernandez / Kirstyn Verdugo	Dean/Manager Name:	Michael Copenhagen
Supervisor's Room and Extension:	Bldg 10 x7133	Number of positions needed:	1
Pay Range:	\$14.48	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	10
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall 21 - Spring 22	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	varies - will work with student's schedule
Location Work-study student will be placed (If different from Supervisor's office):	n/a		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	<ul style="list-style-type: none"> - Command of the English language to the level of English 110 - Successfully completed Math 090 with a "C" grade or better - Familiarity with Microsoft Office Word and Excel - Excellent customer service skills - Ability to communicate effectively both orally and in writing - Ability to work independently with little direction - Ability to operate standard office equipment (e.g. calculators, personal computer, copiers, etc.) 		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> The purpose of this position is to provide support to the Financial Aid Technician. The duties and responsibilities include establishing and maintaining a variety of files and records, maintaining confidentiality of information and records, preparing overpayment letters to be mailed to students, answering student overpayment questions, and other duties as assigned.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1331002-2311		
Signature of Dean/Manager:			Date: 8/25/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron.Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Peer Mentor	Grossmont College Department:	Justice Scholars
Supervisor Name:	Yohany Corona-Batalona	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	Building 38E, x7373	Number of positions needed:	2
Pay Range:	\$14.48+, depends on experience	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	15-20 hrs
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am-12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies and will work with student's schedule
Location Work-study student will be placed (If different from Supervisor's office):	Same		
Skills and Other Requirements: <i>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</i>	<ul style="list-style-type: none"> • Have good communication skills with peers and Program Coordinator. • Have a desire to help others without any bias. • Be a formerly incarcerated or system impacted student • Be task oriented and completing goals by deadlines. • Technology and social media savvy. 		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> A Peer Mentor is a knowledgeable support for new students entering our program/college who can guide them through the process of entering a new college, facilitate accessing resources and being a warm helping hand through the ups and downs of the start of their journey. Peer Mentors will be tasked with checking in with students throughout the semester, hosting group Zoom study or support session, and assisting the Program Coordinator with other duties as assigned. Peer Mentors will be working with our new Grossmont Justice Scholars program who serves students who are formerly incarcerated on their academic and personal journey at Grossmont College. Each peer mentor will be required to attend peer mentoring training and learn about the unique needs of our students.			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1375292		
Signature of Dean/Manager:	Martha Clavelle	Date:	8/31/2021

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gccd.edu

Peer Mentor, Grossmont Justice Scholars

\$14.48+/hour (Depends on Experience)

10-20 hours/week

Job Description

A Peer Mentor is a knowledgeable support for new students entering college who can guide them through the process of entering a new college, facilitate accessing resources and being a warm helping hand through the ups and downs of the start of their journey. Peer Mentors will be tasked with checking in with students throughout the semester, hosting group Zoom study or support session, and assisting the Program Coordinator with other duties as assigned.

Peer Mentors will be working with our new Grossmont Justice Scholars program, who serves students who are formerly incarcerated on their academic and personal journey at Grossmont College. Each peer mentor will be required to attend peer mentoring training and learn about the unique needs of our students.

Required Qualifications

- Be a current Grossmont College student, enrolled in at least 12 units, with at least one semester completed at Grossmont College.
- Have completed a minimum of 24 units with a 2.5 GPA or above.
- Eligible to work in the US.
- Have good communication skills with peers and Program Coordinator.
- Have a desire to help others without any bias.

Desired Qualifications

- Be a formerly incarcerated or system impacted student.
- Be task oriented and completing goals by deadlines.
- Technology and social media savvy.

If interested, please submit an application to yohany.coronabatalon@gcccd.edu.

Application period closes Friday, February 12, 2021. Students will be notified after this date if they were selected for an interview. Interviews will commence shortly after.

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Assistant/Federal Work Study I or II	Grossmont College Department:	LTR Tutoring
Supervisor Name:	Niko Crumpton	Dean/Manager Name:	Eric Klein
Supervisor's Room and Extension:	70-204 x3716	Number of positions needed:	2 to 4
Pay Range:	14.48-15.52	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	40 hrs total (can be 10 hrs/4people, or 20hrs/2people)
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Need 2 people at a time working Monday through Thursday 10am to 3pm
Location Work-study student will be placed (If different from Supervisor's office):	Math Study Center 70-112 and Tutoring Center first floor of the tech mall		
Skills and Other Requirements: <i>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</i>	Fluent command of the English language, familiarity with MS Office, excellent communication skills, keyboarding/typing is preferred.		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position: <i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i> Welcome students on campus and place them accordingly to ensure social distancing, loan textbooks and calculators, data entry, straighten up and keep the area clean (wipe down tables, chairs and whiteboards).			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1329030		
Signature of Dean/Manager:	Eric Klein	Date:	9/2/2021

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholahg or via e-mail to Meron_Cholahg@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Gizmo's Kitchen Basic Needs Ambassadors	Grossmont College Department:	Student Affairs
Supervisor Name:	Susan Berry	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	206, ext 7236	Number of positions needed:	10
Pay Range:	Federal Work study rate	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	flexible
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Monday/ Tuesday on site and Weds-Friday can be performed online. Times are flexible. But anywhere between 9am-5pm
Location Work-study student will be placed (If different from Supervisor's office):	Student MUST be able to work on campus and outdoors. And be comfortable with Zoom as well as talking to other students about food insecurity and basic needs.		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	Must be willing to work outdoors, comfortable with online engagement via zoom, comfortable interacting with students and faculty, can work alone, is organized, takes initiative, willing to do light lifting when it comes to food pantry distribution and organization. Is comfortable with interacting with a diverse student body and will be an ally to ALL students. You will also be dealing with confidential information		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i></p> <p>Gizmo's Kitchen is the student food pantry on campus. The purpose of this position is to ensure our students basic needs are being met. This is a great opportunity for anyone wanting to go into social work, nursing, healthcare, mental health, education, or someone who is passionate about community service. This position will help students connect with various campus resources as well as san diego area resources. You will help students enroll in Cal-Fresh which is California's food assistance program. You will also be working with the food pantry on weekly food distributions as well as monthly. You will work closely with faculty and may do classroom presentations focusing on food insecurity. You must be willing to come to campus to work as most of our work is in person. And be comfortable with zoom meetings and handling confidential information.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1375092		
Signature of Dean/Manager:			Date: 8/22/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu

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Financial Aid Office

2021 - 2022 Federal Work Study Position Request

Job Title/Classification:	Veterans Resource Center Clerk	Grossmont College Department:	Veterans Resource Center
Supervisor Name:	Veronica Romero	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7213	Number of positions needed:	1-2
Pay Range:	\$14.48	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	10-20
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Veterans Resource Center Front Desk		
Skills and Other Requirements: <small>[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]</small>	Command of the English Language to the level of English 120 (In Progress or Completed with a C or higher).		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>Example: Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</i></p> <p>Veterans Resource Center Clerk - The purpose of this position is to provide excellent customer service at the VRC. The duties include: in-person and over the phone assistance to veterans and veteran dependents, district employees, and the general public; scheduling counseling appointments; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1372399		
Signature of Dean/Manager:			Date: 8/26/21

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Meron Cholagh or via e-mail to Meron_Cholagh@gcccd.edu