GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerk	**Grossmont College Department:**	ASGC Activities
Supervisor Name:	Irene Bauza	**Dean/Manager Name:**	Sara Varghese
Supervisor's Room and Extension:	10-110 X7603	**Number of positions needed:**	2-3
Pay Range:	Current starting pay for clerk level	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	10 or more hours per week
Semesters: *[i.e. Fall and Spring, Fall Only, Spring Only]*	Fall 2023 and Spring 2024	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	MTWTh 9am-5pm, Friday 9am-1pm Hours may vary throughout term.
Location Work-study student will be placed (If different from Supervisor's office):	Activities window is located adjacent to and within hearing of supervisor's office.		
Skills and Other Requirements: *[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.]*	English language to English 120, experience with computer programs and navigating Internet, basic math skills, familiarity with campus to direct students to other offices and locations, ability to arrive on time as scheduled.		

Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:

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.*

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 deposits and expenses. 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):*	7336000 Associated Students Grossmont College		
Signature of Dean/Manager:		**Date:**	7/17/2023

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