GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	House Manager, Box Office, Concessions	**Grossmont College Department:**	Theatre Arts
Supervisor Name:	Kristin Campbell	**Dean/Manager Name:**	Dr. Vanessa Fountain
Supervisor's Room and Extension:	22-201, x7267	**Number of positions needed:**	2
Pay Range:	minimum	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	25
Semesters: *[i.e. Fall and Spring, Fall Only, Spring Only]*	Fall and Spring	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	
Location Work-study student will be placed (If different from Supervisor's office):	In addition to the Theatre Arts office, PVAC Box Office, Concessions, Stagehouse and PVAC lobby and auditoriums.		
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.]*	Conversational English, Familiar with computers, Customer Service interest/experience will be helpful, but not required		

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.*

House Manager, Box Office, and Concessions Worker - this is a multifaceted position, that will play a pivotal role in ensuring the smooth operation of front-of-house activities, managing ticket sales, supervising and training ushers, ensuring a welcoming environment for patrons, serve concession items, and process concessions transactions.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	7375005		
Signature of Dean/Manager:	Vanessa Fountain	**Date:**	8/29/23

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