GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Basic Needs/ Gizmo's Kitchen Ambassador	**Grossmont College Department:**	Student Affairs
Supervisor Name:	Susan Berry	**Dean/Manager Name:**	Sara Varghese
Supervisor's Room and Extension:	60-206	**Number of positions needed:**	5
Pay Range:	$16.52	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	Flexible between 10hrs-25hrs (Depending on student's schedule but must work minimum 10hrs a week)
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.]*	Monday- Thursday anytime between 10am-6pm
Location Work-study student will be placed (If different from Supervisor's office):	Grossmont College Basic Needs Resource Center 60-206		
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.]*	Must be willing to work with a diverse and inclusive campus community. Committed to keeping student confidentiality a priority. Self- Starter, positive attitude, empathetic to all students needs and background. Looking for students who are passionate about helping others. This position is excellent for those looking to go into health care, psychology, education, social work, mental health, 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:

Position Overview:

We are seeking a compassionate, dedicated, and proactive Student Worker to join our College Basic Needs Resource Center team. As a Student Worker, you will play a crucial role in supporting fellow students who are experiencing financial challenges and facing basic needs insecurities. Your primary responsibility will be to provide assistance and resources that help alleviate these issues, fostering a supportive and inclusive campus environment.

- Greet and welcome students who visit the Basic Needs Resource Center.
- Provide empathetic and non-judgmental listening to students' concerns.
- Connect students with community resources and organizations to meet their specific needs.
- Organize and maintain the inventory of food, personal care items, and other basic necessities available at the resource center.
- Manage the distribution of resources to eligible students in a fair and efficient manner.
- Keep accurate records of resources utilized by students and generate periodic reports for evaluation purposes.
- Collaborate with campus organizations, departments, and student groups to raise awareness about the Basic Needs Resource Center's services and events.

- Assist in organizing workshops, seminars, and awareness campaigns related to financial literacy, budgeting, and accessing resources.
- Advocate for students' basic needs concerns at appropriate campus committees and events.
- Respect the confidentiality and privacy of students seeking assistance from the resource center.
- Maintain strict ethical standards while working with sensitive information and personal stories.
- Assist in maintaining a welcoming and safe environment within the Basic Needs Resource Center.
- Collaborate with the resource center staff to ensure smooth operations.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1336191		
Signature of Dean/Manager:		**Date:**	7/31/23

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