GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	**Grossmont College Department:**	Allied Health and Nursing
Supervisor Name:	Debora Curry	**Dean/Manager Name:**	Nancy Saks
Supervisor's Room and Extension:	7149	**Number of positions needed:**	1
Pay Range:	Federal Work Study Level 1 $15.50/hr	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	10
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.]*	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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.]*	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		

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.*

The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.

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 P Saks	**Date:**	8.22.2023

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