GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Lab assistant	**Grossmont College Department:**	Biology
Supervisor Name:	Susan Henderson	**Dean/Manager Name:**	Shawn Hicks
Supervisor's Room and Extension:	30-142/X7433	**Number of positions needed:**	2
Pay Range:		**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	20
Semesters: *[i.e. Fall and Spring, Fall Only, Spring Only]*	Fall '23/Sp'24	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	Varies with student schedule
Location Work-study student will be placed (If different from Supervisor's office):	30-144		
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, prefer students who are currently enrolled, or have completed a biology course with a lab component. Ability to interact/care for varies animals kept in the department.		

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.*

Cleaning and stocking lab classrooms, washing dishes/glassware, assist with preparation and media needed for instructional labs, myriad of other tasks associated with required laboratory preparations.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1380202		
Signature of Dean/Manager:	4 Dean Hicks	**Date:**	7.18.2023

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