GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Counseling Center Clerk	**Grossmont College Department:**	Counseling Center
Supervisor Name:	Silva Jajo	**Dean/Manager Name:**	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7645	**Number of positions needed:**	1-3
Pay Range:	15.48	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	10-20
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.]*	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Counseling Center Front Desk		
Skills and Other Requirements: *[i.e.: Command of the English Language to the level of English 98, successfully completed a specific caurse with a certain grade, familiarity with MS Office, TB Test, etc.]*	Familiarity with MS Office. Customer Service skills.		

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.*

Counseling Center Clerk - The purpose of this position is to provide excellent customer service at the Counseling Center. The duties include: in-person and over the phone assistance to students, district employees, and the general public; scheduling counseling appointments; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1333005		
Signature of Dean/Manager:	Martha Clavelle	**Date:**	7/26/23

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