GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerical Assistant	**Grossmont College Department:**	Student Affairs
Supervisor Name:	Sara Varghese	**Dean/Manager Name:**	Sara Varghese
Supervisor's Room and Extension:	Bldg 60, room 204, x7159	**Number of positions needed:**	2
Pay Range:	$15.00	**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 2023 and Spring 2024	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	Varies and will work wit student's schedule
Location Work-study student will be placed (If different from Supervisor's office):	Student Affairs Office 60-204		
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 the English language, familiar with MS word, calendaring, and answering phones. Comfortable working at a front desk.		

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.*

Student Affairs Clerical Assistant - the purpose of the position is to work the front desk, answer phones and questions from students, faculty and staff that come into the office. They will deliver mail, check travel packets for completeness, do background checks, and help out with various special events around campus.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1336001		
Signature of Dean/Manager:	SaraVar	**Date:**	7/20/2023

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