GROSSMONT
COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Student Assistant	**Grossmont College Department:**	Athletics
Supervisor Name:	Alfredo Corral/Vaunette Allen	**Dean/Manager Name:**	Jason Allen
Supervisor's Room and Extension:	41/125 - X.7412	**Number of positions needed:**	6
Pay Range:	15.48	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	20-25
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-Saturday (times and days varies)
Location Work-study student will be placed (If different from Supervisor's office):	41-125		
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.]*	Being able to communicate effectively Being able to complete tasks as assigned Responsible. Puntual.		

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 Assistant - The porpuse of this position is to provide support during our game days.
Duties are as follows:
Setting up and taking down on game days (Monday-Saturday)
Selling Tickets
Office Duties
Possible line judges for Volleyball
Perform other duties as assigned
** our student worker will also have to attend professional development (1Hr Weekly) with Renee in our Career Center

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1336503		
Signature of Dean/Manager:		**Date:**	8.2.23

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