GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	CDC Assistant	**Grossmont College Department:**	CDC
Supervisor Name:	Maura Mehrian	**Dean/Manager Name:**	Javier Ayala
Supervisor's Room and Extension:	32B x7716	**Number of positions needed:**	2
Pay Range:	15.50/hr	**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 & Spring	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	M-F hours can vary but a regular schedule will be provided-- hours needed between 7:30AM-4:30PM
Location Work-study student will be placed (If different from Supervisor's office):	This work is supporting the day-to-day center operations. Most of the work will be kitchen, laundry, and cleaning while supporting in classrooms as needed and determined by FWS educational objective.		
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.]*	If working more than 16 hpours a week, candidate must be fingerprinted. ALL FWS must have current immunizations for MMR, TB, COVID and the Flu.		

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.*

Under the direction of an assigned supervisor support the day-today operations of the CDC kitchen, laundry, gardens and classroom work as needed. Applicant must be able to lift 40 pounds and communicate both orally and in writing to ENG 98 proficiency. Position subject to communicable diseases.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1371597		
Signature of Dean/Manager:	Maura Mehrian	**Date:**	8/1/2023

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