GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Costume Shop Technician	**Grossmont College Department:**	Theatre Arts
Supervisor Name:	Jennifer Brawn Gittings	**Dean/Manager Name:**	Dr. Vanessa Fountain
Supervisor's Room and Extension:	22-201A, x 7243	**Number of positions needed:**	1
Pay Range:	minimum	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	10
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.]*	Various and will work with student's schedule.
Location Work-study student will be placed (If different from Supervisor's office):	Rm 21-239, Theatre Art's Costume Shop		
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.]*	Knowledge of costume shop equipment, such as sewing machines, over-lock machines, and industrial irons. Hand sewing skills. Knowledge of fashion history. Basic patterning and/or draping 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.*

Costume Shop Technician - will assist in the implementation of costume designs for the Theatre Arts student-acted productions for the 2023-2024, 6- show school year.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	7375005		
Signature of Dean/Manager:	Vanessa Fountain	**Date:**	6/29/23

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