GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Art TA	**Grossmont College Department:**	VAH
Supervisor Name:	Jennifer Bennett	**Dean/Manager Name:**	Vanessa Fountain
Supervisor's Room and Extension:	24-277 x7966	**Number of positions needed:**	3
Pay Range:	$ 16.52	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	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.]*	M-Sat Varies
Location Work-study student will be placed (if different from Supervisor's office):	Drawing, painting, printmaking, ceramics, sculpture, jewelry, digital art studios. Buildings 23, 24, 20, 27.		
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.]*	General handy skills, willingness to clean, organize, and help when needed in an art lab environment.		

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.*

Art classroom aid - the purpose of this position is to provide support to various art classes and instructors. The duties and responsibilities include, outreach, art office work, art studio organization, and assisting students when necessary.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to)*:	1378801		
Signature of Dean/Manager:	Jennifer Bennett Chair VAH	**Date:**	8/7/23

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