

G R O S S M O N T
C O L L E G E



Financial Aid Office

2025 - 2026 Federal Work Study Position Request

Job Title/Classification:		Grossmont College Department:	
Supervisor Name: (Not a faculty or classified member)		Dean/Manager Name:	
Supervisor's Room and Extension:		Number of positions needed:	
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>		Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	
Location Work-study student will be placed (If different from Supervisor's office):			
Skills and Other Requirements: <i>[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.]</i>			
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<p><i>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.</i></p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):			
Signature of Dean/Manager:	<i>Martha Clavelle</i>	Date:	

After the Dean/Manager has signed, please return this request to the Financial Aid Office, by emailing Kresten Phillip and Luma Shamon