


GROSSMONT
COLLEGE



Financial Aid Office

2025 - 2026 Federal Work Study Position Request

Job Title/Classification:	Library Aide	Grossmont College Department:	Library
Supervisor Name: (Not a faculty or classified member)	Stephen Fomeche	Dean/Manager Name:	Stephen Fomeche
Supervisor's Room and Extension:	70-177 x7390	Number of positions needed:	6-8, ongoing when needed
Pay Range:	\$18.00	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	8-25
Semesters: <i>[i.e.: Fall and Spring, Fall Only, Spring Only]</i>	Fall 2025, Intersession 2026, Spring 2026 and Summer 2026	Days & Times Needed: <i>[i.e.: MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies and will work with student's schedule and service desk needs, Mon-Thu 8:00 am-7:00 pm and Fri 8:00 am-2:00 pm
Location Work-study student will be placed (If different from Supervisor's office):	Building 70 - Library, 1st and 2nd Floor Circulation service desks, 2nd Floor book collection		
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>	Require command of conversational English, sorting by alphabet and chronological order, lifting and carrying heavy books, familiarity with computers, and working in public spaces. Priority for those with prior customer service and/or library experience.		
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> <p>Library Aides work mostly at the library's two service desks for the study body, faculty and community users. They include checking out library materials, issuing study room keys, answering library questions, referring college questions to appropriate departments, and answering phones. They also do light cleaning and enforcing building policies in the public spaces. Library Aides with good service records get promoted to Assistant I and II's over time, and are given more responsibility over time, which includes assisting library staff with various projects and miscellaneous tasks.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1341003-2311		
Signature of Dean/Manager:			Date: 8/13/2025

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

Note: Lisa Brlas is the timekeeper, 70-155, x7472