

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

<b>Job Title/Classification:</b>	Front Desk Greeter	<b>Grossmont College Department:</b>	LTR-MSC
<b>Supervisor Name:</b> (Not a faculty or classified member)	Niko Crumpton	<b>Dean/Manager Name:</b>	Stephen Fomeche
<b>Supervisor's Room and Extension:</b>	70-125 / 3714	<b>Number of positions needed:</b>	15 <span style="color: red;">Per Nikos request 8/15 kp</span>
<b>Pay Range:</b>	\$18/hr	<b>Number of Hours Per Week:</b> <small>[Maximum hours may not exceed 25 hours per week]</small>	10-20
<b>Semesters:</b> <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	<b>Days &amp; Times Needed:</b> <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	Varies
<b>Location Work-study student will be placed (If different from Supervisor's office):</b>	Math & Science Center (36-227)		
<b>Skills and Other Requirements:</b> <small>[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.]</small>	The ability to communicate with staff and students.		
<b>Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:</b>			
<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>The purpose of this position is to welcome students coming into the tutoring center. Duties include greeting students, assisting new students with setting up an account, maintaining the sign-in board, and light cleaning of the center.</p>			
<b>Smart Key</b> (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1329030 -		
<b>Signature of Dean/Manager:</b>			<b>Date:</b> 7/23/2025

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



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**Fw: FWS Request for the MSC**

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**From** Niko Crumpton <niko.crumpton@gcccd.edu>

**Date** Fri 8/15/2025 2:32 PM

**To** Kresten Phillip <kresten.phillip@gcccd.edu>; Stephen Fomeche <stephen.fomeche@gcccd.edu>; Michele Martens <michele.martens@gcccd.edu>

 2 attachments (636 KB)

25 - 26 FWS Job Request.pdf; 25 - 26 FWS Job Request.pdf;

Hi everyone,

I spoke to Kresten that we want to edit our original work study request to expand the scope and number of people we'd like to have if they're available. I've included a new copy along with the original one to show the change from 2 to 15 positions if possible. This will help alleviate our funding limitations if we can put more support with work study applicants.

Thanks,  
Niko Crumpton (he/him)  
Supervisor of Learning Assistance  
Grossmont College, Office 70-125



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**From:** Niko Crumpton  
**Sent:** Wednesday, July 23, 2025 9:48 AM  
**To:** Stephen Fomeche <stephen.fomeche@gcccd.edu>  
**Cc:** Michele Martens <michele.martens@gcccd.edu>  
**Subject:** FWS Request for the MSC

Hello Stephen,

Can you sign and forward this federal work study request for front desk staff at the MSC?

Thanks,  
Niko Crumpton (he/him)  
Supervisor of Learning Assistance  
Grossmont College, Office 70-125

