

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:	Student Worker III	Grossmont College Department:	Outreach
Supervisor Name: (Not a faculty or classified member)	Ariana Griffen	Dean/Manager Name:	Courtney Willis
Supervisor's Room and Extension:	164B, x3780	Number of positions needed:	3
Pay Range:	\$22	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	25
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	M- Th, 8AM - 5PM Fridays, 8AM - 1PM
Location Work-study student will be placed (If different from Supervisor's office):	Building 10 Local schools in the Grossmont Union High School District		
Skills and Other Requirements: <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>	Train new team members as applicable Communicate effectively to students, faculty, staff, and community members. Exert excellent customer service by actively listening, answering questions, and guiding students and their families members accordingly. Provide campus tours and share information about Grossmont College.		
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>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.</p> <p>Support prospective students with the completion of the Grossmont application and enrolling into courses</p> <p>Represent Grossmont College in community events such as fairs, festivals, parades, religious festivities, etc.</p> <p>Provide coverage for the Welcome Center/Desk both virtually and in-person by answering frequently asked questions and assist in directing visitors to proper services, programs, and departments</p> <p>Facilitate presentations, workshops, tabling, and other demonstration type activities for the community virtually and in-person at off-campus locations</p> <p>Maintain confidentiality as it relates to students and their personal information as well as cultural sensitivity and inclusivity at all times</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333291		
Signature of Dean/Manager:			Date: 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