GROSSMONT COLLEGE

Financial Aid Office

2025 - 2026 Federal Work Study Position Request

Job Title/Classification:	Peer Advisor	**Grossmont College Department:**	Student Success
Supervisor Name: (Not a faculty or classifed member)	Courtney Willis	**Dean/Manager Name:**	Courntey Willis
Supervisor's Room and Extension:	10-133, 1745	**Number of positions needed:**	3
Pay Range:	$20/hr	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	15
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.]*	Schedule depends on student. Office is open Monday - Thursday, 8 AM to 5 PM and Fridays, 8 AM to 1 PM
Location Work-study student will be placed (If different from Supervisor's office):	Student Success Office Builing 70, Room 202		
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.]*	Command of english language, familiarity with computer use, customer service skills, overall GPA of 2.5 or higher, passion to mentor students with navigating campus resources and improving academic skills.		

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.*

Student Success Peer Advisor "Success Coach"- Assist in various clerical and office duties including assisting students at the front counter, meet with students to help them access the various resources of the college and improve study skills, assist with staffing and planning campus events.

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:	Courtney Willis	**Date:**	7/28/2025

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