

GROSSMONT
COLLEGE



Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	Grossmont College Department:	Allied Health and Nursing
Supervisor Name:	Debora Curry	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	7149	Number of positions needed:	1
Pay Range:	Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:			Date: 8.22.2023

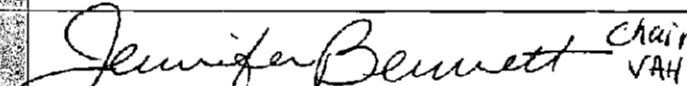
After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Art TA	Grossmont College Department:	VAH
Supervisor Name:	Jennifer Bennett	Dean/Manager Name:	Vanessa Fountain
Supervisor's Room and Extension:	24-277 x7966	Number of positions needed:	3
Pay Range:	\$ 16.52	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-Sat Varies
Location Work-study student will be placed (If different from Supervisor's office):	Drawing, painting, printmaking, ceramics, sculpture, jewelry, digital art studios. Buildings 23, 24, 20, 27.		
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>	General handy skills, willingness to clean, organize, and help when needed in an art lab environment.		
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>Art classroom aid - the purpose of this position is to provide support to various art classes and instructors. The duties and responsibilities include, outreach, art office work, art studio organization, and assisting students when necessary.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1378801		
Signature of Dean/Manager:	 <i>Chair</i> <i>VAH</i>		Date: 8/7/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerk <small>Allied Health and Nursing Division Support Administrative Assistant 1</small>	Grossmont College Department:	ASGC Activities <small>Allied Health and Nursing</small>
Supervisor Name:	Debra Curry	Dean/Manager Name:	Sara Varghese Nancy Saks
Supervisor's Room and Extension:	7149 X7603	Number of positions needed:	12-3
Pay Range:	Current starting pay for Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <small>[Maximum hours may not exceed 25 hours per week]</small>	10 or more hours per week
Semesters: <small>[i.e. Fall and Spring, Fall Only, Spring Only]</small>	Fall and Spring <small>Fall 2023 and Spring 2024</small>	Days & Times Needed: <small>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</small>	MTWTh, 9am-5pm, Friday 9am-1pm Will work with student's availability and request once student chooses a schedule that they keep throughout term.
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 250. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program and its staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1376003 Associated Students Grossmont College		
Signature of Dean/Manager:			Date: 8.22.2023

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Student Assistant	Grossmont College Department:	Athletics
Supervisor Name:	Alfredo Corral/Vaunette Allen	Dean/Manager Name:	Jason Allen
Supervisor's Room and Extension:	41/125 - X.7412	Number of positions needed:	6
Pay Range:	15.48	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20-25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Monday-Saturday (times and days varies)
Location Work-study student will be placed (If different from Supervisor's office):	41-125		
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>	Being able to communicate effectively Being able to complete tasks as assigned Responsible. Punctual.		
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>Student Assistant - The purpose of this position is to provide support during our game days.</p> <p>Duties are as follows: Setting up and taking down on game days (Monday-Saturday) Selling Tickets Office Duties Possible line judges for Volleyball Perform other duties as assigned ** our student worker will also have to attend professional development (1Hr Weekly) with Renee in our Career Center</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336503		
Signature of Dean/Manager:			Date: 8.2.23


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	Grossmont College Department:	Allied Health and Nursing
Supervisor Name:	Debora Curry	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	7149	Number of positions needed:	1
Pay Range:	Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:		4 Dean Hicks	Date: 8.22.2023

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	Grossmont College Department:	Allied Health and Nursing
Supervisor Name:	Debora Curry	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	7149	Number of positions needed:	1
Pay Range:	Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:	<i>Martha Clavella</i>		Date: 8.22.2023


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	Grossmont College Department:	Allied Health and Nursing
Supervisor Name:	Debora Curry	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	7149	Number of positions needed:	1
Pay Range:	Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:			Date: 8.22.2023

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Counseling Center Clerk	Grossmont College Department:	Counseling Center
Supervisor Name:	Silva Jajo	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7645	Number of positions needed:	1-3
Pay Range:	15.48	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Counseling Center Front Desk		
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>	Familiarity with MS Office. Customer Service 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:			
<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>Counseling Center Clerk - The purpose of this position is to provide excellent customer service at the Counseling Center. The duties include: in-person and over the phone assistance to students, district employees, and the general public; scheduling counseling appointments; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333005		
Signature of Dean/Manager:			Date: 7/26/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	ESL Assistant	Grossmont College Department:	ESL
Supervisor Name:	Craig Carroll	Dean/Manager Name:	S. Fomeche
Supervisor's Room and Extension:	70-217; ext 7833	Number of positions needed:	4
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>	Spring 2024 and Fall 2024	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	MTuWTh 8:30 am - 2:30 pm
Location Work-study student will be placed (If different from Supervisor's office):	100-130 for Mahdia; otherwise, 70-117 (ESL LAB)		
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>	Command of English to the level of 105; familiarity with MS Office		
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>ESL Assistants will support faculty with visual materials creation and will support students through L1 translation as needed and with tasks scaffolding in L1 or in L2 English.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1375801		
Signature of Dean/Manager:			Date: 3/15/2024

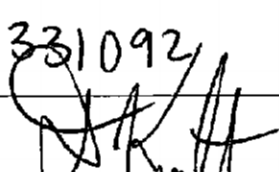
After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	FA Ambassador	Grossmont College Department:	Financial Aid
Supervisor Name:	Luma Shamon	Dean/Manager Name:	FA Director
Supervisor's Room and Extension:	xt. 7062	Number of positions needed:	2
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20-25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall & Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies, Availability M-Th 8AM - 5PM
Location Work-study student will be placed (If different from Supervisor's office):	Financial Aid 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>	Command of the English Language to the level English 120, prefer Spanish Speaker, familiarity with MS Office, great communication skills, self-motivated with a positive attitude		
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>The purpose of this position is to provide support to various college financial aid programs. This position will work directly with Dream Act students. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.</p>			
Smart Key <i>(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):</i>	1331092		
Signature of Dean/Manager:			Date: 2/8/24

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	FA Ambassador	Grossmont College Department:	Financial Aid & Scholarships
Supervisor Name:	Luma Shamon	Dean/Manager Name:	Dustin Knight
Supervisor's Room and Extension:	10-109 x7062	Number of positions needed:	1
Pay Range:		Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	Varies
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Spring 2024	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
Location Work-study student will be placed (if different from Supervisor's office):	Financial Aid 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>	Command of the English Language to the level of English 120, Spanish speaker, familiarity with MS Office, Able to use the computer, great communication skills, have transportation		
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:			
<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>			
Financial Aid Ambassador-the purpose of this position is to provide assistance to students with financial aid. The duties and responsibilities include outreach on campus and off campus, financial aid presentations, assisting students with financial aid applications.			
Smart Key <i>(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):</i>	1231092		
Signature of Dean/Manager:			Date: 2/8/24

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Allied Health and Nursing Division Support Administrative Assistant 1	Grossmont College Department:	Allied Health and Nursing
Supervisor Name:	Debora Curry	Dean/Manager Name:	Nancy Saks
Supervisor's Room and Extension:	7149	Number of positions needed:	1
Pay Range:	Federal Work Study Level 1 \$15.50/hr	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Will work with student's availability and request once student chooses a schedule that they keep to it
Location Work-study student will be placed (If different from Supervisor's office):	Building 34, mostly suite 256. May include work in other areas of building 34		
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>	Command of English language to level of English 98, familiarity with MS Office, works well in a team environment, prompt and consistent attendance, independent worker when assigned work has been explained and is understood.		
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>The purpose of this position is to support the daily operations of the Allied Health and Nursing program faculty and staff. Work will be primarily clerical in nature, working with spreadsheets, updating student files, and filing. In the simulation lab, classrooms and surrounding areas, students may be involved in activities including cleaning, unpacking, and maintaining spaces in operational order for students.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1370603		
Signature of Dean/Manager:			Date: 8.22.2023

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerical Assistant	Grossmont College Department:	FMO
Supervisor Name:	Loren Holmquist	Dean/Manager Name:	Loren Holmquist
Supervisor's Room and Extension:	Bldg 82	Number of positions needed:	1
Pay Range:	Range 23	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2023 Spring 2024	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	M-F 8AM-5PM (Varies)
Location Work-study student will be placed (if different from Supervisor's office):	Grossmont Campus		
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>	See attached		
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: <i>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>Perform a variety of responsible clerical duties such as posting records, performing mathematical computations and compiling, recording and tracking information from a variety of sources. Answer telephones and greet the public; provide routine information and assistance to callers, take messages or refer calls or visitors to appropriate personnel; schedule appointments for students, faculty or the public as appropriate.</p> <p>Prepare and maintain a variety of records, logs and files related to assigned departmental functions; compile information and data from records and files for reports as required.</p> <p>Duplicate informational materials; package, distribute or file completed copies as required.</p> <p>Operate office equipment and machinery such as personal computers, calculators, copiers, etc. used in area of assignment.</p> <p>Order and maintain adequate stocks of office supplies as assigned; prepare and type requisitions according to established procedures.</p> <p>Provide work direction and guidance to student workers or other clerical personnel as assigned.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1327603		
Signature of Dean/Manager:	Digitally signed by Loren Holmquist DN: C=US, E=loren.holmquist@gcccd.edu, O=GCCCD, OU=Facilities Maintenance, Operations at Grossmont College, CN=Loren Holmquist Date: 2023.08.30 09:40:25-0700'		Date: 8/30/23


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Day Custodian	Grossmont College Department:	FMO
Supervisor Name:	Bill Roessner	Dean/Manager Name:	Loren Holmquist
Supervisor's Room and Extension:	Bldg 82	Number of positions needed:	2
Pay Range:	Range 23	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2023 Spring 2024	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	M-F 7AM-5PM (Varies)
Location Work-study student will be placed (If different from Supervisor's office):	Grossmont Campus		
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>	See attached		
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>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas. Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls. Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins. Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. Move and arrange furniture and equipment; set up</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1327602		
Signature of Dean/Manager:	 <small>Digitally signed by Loren Holmquist DN: C=US, E=loren.holmquist@gcccd.edu, O=GROSSMONT COLLEGE, OU=Financial Aid Operations at Grossmont College, CN=Loren Holmquist Date: 2023.08.30 09:39:55-0700</small>		Date: 8/30/23


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

GROSSMONT
COLLEGE



Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Recycle Assistant	Grossmont College Department:	FMO
Supervisor Name:	Bill Roessner	Dean/Manager Name:	Loren Holmquist
Supervisor's Room and Extension:	Bldg 82	Number of positions needed:	4
Pay Range:	Minimum Wage	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2023 Spring 2024	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	M-F 7AM-5PM (Varies)
Location Work-study student will be placed (If different from Supervisor's office):	Grossmont Campus		
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>	See attached		
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>Collect, transport, sort, and deposit recycled materials, products and equipment in their proper location. Keep a daily record of the areas recycle collections were made. Keep daily records of time working on recycle / AB75. Maintain routine records and logs. Observe assigned work hours. Drive electric carts and other district vehicles on a daily basis. Do minor repairs as necessary and report other repair and maintenance needs and safety, sanitary and fire hazards. Maintain departmental area(s) and equipment in a safe, clean and orderly condition.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1327606		
Signature of Dean/Manager:	 <small>Digitally signed by Loren Holmquist DN: C=US, E=loren.holmquist@gcccd.edu, O=GCCCD, OU=Facilities, Major Organizational Unit=Grossmont College CN=Loren Holmquist Date: 2023.08.30 09:39:10-0700</small>		Date:
			8/30/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Student Worker - Assistant 1 - Instructional Computing	Grossmont College Department:	ICS/IMS
Supervisor Name:	Bryan Cooper	Dean/Manager Name:	Tate Hurvitz
Supervisor's Room and Extension:	70-215 X7512	Number of positions needed:	2
Pay Range:	\$16.52	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	24
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Monday - Friday 8am-5pm (flexible times within these hours) 22 hours max
Location Work-study student will be placed (If different from Supervisor's office):	70-105		
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>	English, computer experience preferred (not required). Interest in Technology and computers.		
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>Performing various tasks as assigned related to moving and installing, upgrading, repairing and diagnosing computers and software.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1329001-2311		
Signature of Dean/Manager:	Tate Hurvitz	Date:	4/12/2024

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Justice Scholars Ambassador	Grossmont College Department:	Justice Scholars
Supervisor Name:	Yohany Corona-Batalona	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	70-229, x7373	Number of positions needed:	1
Pay Range:	\$16	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Spring 2024	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies
Location Work-study student will be placed (If different from Supervisor's office):	The Village		
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>	Clerical skills, phone, good communicator		
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>Justice Scholar Ambassador - will support our program needs through clerical support, scheduling, communicating with students, outreach, among other duties as needed.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333194		
Signature of Dean/Manager:			Date: 3/13/24

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Basic Needs/ Gizmo's Kitchen Ambassador	Grossmont College Department:	Student Affairs
Supervisor Name:	Susan Berry	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	60-206	Number of positions needed:	5
Pay Range:	\$16.52	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	Flexible between 10hrs-25hrs (Depending on student's schedule but must work minimum 10hrs a week)
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Monday- Thursday anytime between 10am-6pm
Location Work-study student will be placed (If different from Supervisor's office):	Grossmont College Basic Needs Resource Center 60-206		
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>	Must be willing to work with a diverse and inclusive campus community. Committed to keeping student confidentiality a priority. Self- Starter, positive attitude, empathetic to all students needs and background. Looking for students who are passionate about helping others. This position is excellent for those looking to go into health care, psychology, education, social work, mental health, etc...		

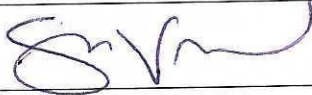
Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:

Position Overview:

We are seeking a compassionate, dedicated, and proactive Student Worker to join our College Basic Needs Resource Center team. As a Student Worker, you will play a crucial role in supporting fellow students who are experiencing financial challenges and facing basic needs insecurities. Your primary responsibility will be to provide assistance and resources that help alleviate these issues, fostering a supportive and inclusive campus environment.

- Greet and welcome students who visit the Basic Needs Resource Center.
- Provide empathetic and non-judgmental listening to students' concerns.
- Connect students with community resources and organizations to meet their specific needs.
- Organize and maintain the inventory of food, personal care items, and other basic necessities available at the resource center.
- Manage the distribution of resources to eligible students in a fair and efficient manner.
- Keep accurate records of resources utilized by students and generate periodic reports for evaluation purposes.
- Collaborate with campus organizations, departments, and student groups to raise awareness about the Basic Needs Resource Center's services and events.

- Assist in organizing workshops, seminars, and awareness campaigns related to financial literacy, budgeting, and accessing resources.
- Advocate for students' basic needs concerns at appropriate campus committees and events.
- Respect the confidentiality and privacy of students seeking assistance from the resource center.
- Maintain strict ethical standards while working with sensitive information and personal stories.
- Assist in maintaining a welcoming and safe environment within the Basic Needs Resource Center.
- Collaborate with the resource center staff to ensure smooth operations.

Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336191		
Signature of Dean/Manager:		Date:	7/31/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerical Assistant	Grossmont College Department:	Student Affairs
Supervisor Name:	Sara Varghese	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	Bldg 60, room 204, x7159	Number of positions needed:	2
Pay Range:	\$15.00	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2023 and Spring 2024	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
Location Work-study student will be placed (If different from Supervisor's office):	Student Affairs Office 60-204		
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>	Command of the English language, familiar with MS word, calendaring, and answering phones. Comfortable working at a front desk.		
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>Student Affairs Clerical Assistant - the purpose of the position is to work the front desk, answer phones and questions from students, faculty and staff that come into the office. They will deliver mail, check travel packets for completeness, do background checks, and help out with various special events around campus.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336001		
Signature of Dean/Manager:			Date: 7/20/2023


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Costume Shop Technician	Grossmont College Department:	Theatre Arts
Supervisor Name:	Jennifer Brawn Gittings	Dean/Manager Name:	Dr. Vanessa Fountain
Supervisor's Room and Extension:	22-201A, x 7243	Number of positions needed:	1
Pay Range:	minimum	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Various and will work with student's schedule.
Location Work-study student will be placed (If different from Supervisor's office):	Rm 21-239, Theatre Art's Costume Shop		
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>	Knowledge of costume shop equipment, such as sewing machines, over-lock machines, and industrial irons. Hand sewing skills. Knowledge of fashion history. Basic patterning and/or draping 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:			
<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>Costume Shop Technician - will assist in the implementation of costume designs for the Theatre Arts student-acted productions for the 2023-2024, 6- show school year.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	7375005		
Signature of Dean/Manager:		Date:	8/29/23

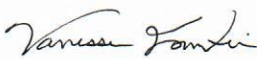
After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	House Manager, Box Office, Concessions	Grossmont College Department:	Theatre Arts
Supervisor Name:	Kristin Campbell	Dean/Manager Name:	Dr. Vanessa Fountain
Supervisor's Room and Extension:	22-201, x7267	Number of positions needed:	2
Pay Range:	minimum	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	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):	In addition to the Theatre Arts office, PVAC Box Office, Concessions, Stagehouse and PVAC lobby and auditoriums.		
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>	Conversational English, Familiar with computers, Customer Service interest/experience will be helpful, but not required		
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>House Manager, Box Office, and Concessions Worker - this is a multifaceted position, that will play a pivotal role in ensuring the smooth operation of front-of-house activities, managing ticket sales, supervising and training ushers, ensuring a welcoming environment for patrons, serve concession items, and process concessions transactions.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	7375005		
Signature of Dean/Manager:		Date:	8/29/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Transfer Center Clerk	Grossmont College Department:	Counseling Center
Supervisor Name:	Silva Jajo	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7645	Number of positions needed:	1-3
Pay Range:	15.48	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Transfer Center Front Desk		
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>	Familiarity with MS Office. Customer Service 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:			
<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>Transfer Center Clerk - The purpose of this position is to provide excellent customer service at the Transfer Center. The duties include: in-person and over the phone assistance to students, district employees, and the general public; scheduling transfer counseling appointments and scheduling application workshops; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1333005		
Signature of Dean/Manager:			Date: 7/26/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Clerical Assistant	Grossmont College Department:	Student Affairs
Supervisor Name:	Sara Varghese	Dean/Manager Name:	Sara Varghese
Supervisor's Room and Extension:	Bldg 60, room 204, x7159	Number of positions needed:	2
Pay Range:	\$15.00	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2023 and Spring 2024	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
Location Work-study student will be placed (If different from Supervisor's office):	Student Affairs Office 60-204		
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>	Command of the English language, familiar with MS word, calendaring, and answering phones. Comfortable working at a front desk.		
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>Student Affairs Clerical Assistant - the purpose of the position is to work the front desk, answer phones and questions from students, faculty and staff that come into the office. They will deliver mail, check travel packets for completeness, do background checks, and help out with various special events around campus.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1336001		
Signature of Dean/Manager:	<i>Courtney Willis</i>		Date: 7/20/2023

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Veterans Resource Center Clerk	Grossmont College Department:	Veterans Resource Center
Supervisor Name:	Silva Jajo	Dean/Manager Name:	Martha Clavelle
Supervisor's Room and Extension:	10-164A, x7645	Number of positions needed:	1-3
Pay Range:	15.48	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	10-20
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall and Spring	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies by semester. Preference for opening (8am) and/or closing (5pm or 6pm) availability.
Location Work-study student will be placed (If different from Supervisor's office):	Transfer Center Front Desk		
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>	Familiarity with MS Office. Customer Service 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:			
<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>Veterans Resource Center Clerk - The purpose of this position is to provide excellent customer service at the VRC. The duties include: in-person and over the phone assistance to veterans and veteran dependents, district employees, and the general public; scheduling counseling appointments; assisting and directing students to proper campus services and/or resources; filing; making copies and scanning documents; class registration assistance; various office projects; maintaining confidentiality.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1372399		
Signature of Dean/Manager:			Date: 7/26/23


After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu

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Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Gallery Assistant	Grossmont College Department:	Visual Arts & Humanities Department
Supervisor Name:	Alex DeCosta	Dean/Manager Name:	Dr. Vanessa Fountain
Supervisor's Room and Extension:	Room 22-102, ext 7214	Number of positions needed:	2
Pay Range:	Federal Work-Study I \$15.50	Number of Hours Per Week: <i>[Maximum hours may not exceed 25 hours per week]</i>	Up to 25
Semesters: <i>[i.e. Fall and Spring, Fall Only, Spring Only]</i>	Fall 2022 and Spring 2023	Days & Times Needed: <i>[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]</i>	Varies with exhibition schedule. Supervisor will work with student to schedule each week.
Location Work-study student will be placed (If different from Supervisor's office):	Hyde Art Gallery, Performing and Visual Arts Center		
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>	Ability to communicate effectively orally and in writing. Worker must be able to lift at least 30lbs.		
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: <i>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>Are you an art student, interested in starting a career in arts administration, or just curious to learn how an art gallery operates? Join the Hyde Art Gallery team today!</p> <p>The Gallery assistant will support the Gallery Director with the daily operations involved in the management of Hyde Art Gallery at Grossmont College. Tasks will vary from administrative to hands-on projects, including inventory and archive of gallery records and art collection; manage gallery reception, greet visitors, and keep track of gallery attendance; promote exhibitions online, contribute to gallery social media; patch and paint pedestals and gallery walls between exhibitions; assist with other events scheduled concurrently with exhibitions in the gallery including artist workshops, lectures, and receptions.</p> <p>Students will also learn valuable skills including exhibition lighting; museum standard practices of artwork handling – artwork installation, framing, wrapping for storage and shipping; conditioning and cataloging.</p>			
Smart Key (please provide a Smartkey that any funds earned in excess of the student's award can be charged to):	1378201		
Signature of Dean/Manager:			Date: 8/7/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu