

Chabot College Student Assistant Job Description

Division, Department:

**Academic Services –
Office of Academic Services**

CONTACT PERSON:	Ebony Jennings	ADMINISTRATOR:	Stacy Thompson
SUPERVISOR (if different):	Karen Metcalf	BUILDING / ROOM:	700
POSITION TITLE:	Student Assistant I		

PURPOSE:

Assist the Academic Services Specialists with online learning support at student online center.

POSITION REQUIREMENTS

1. Attention to detail
2. Proficiency with Microsoft Office (Word, Excel)
3. Good organizational skills
4. Confidentiality
5. Ability to interact with administrators, faculty, and staff in a professional manner

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DUTIES:

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

1. Assist students in use of Blackboard for online learning.
2. Ability to multi-task
3. Ability to assist students of varying abilities

STUDENT ASSISTANT PAY RATE:

Category: C See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.

Rate: \$10.50 an hour

LENGTH OF POSITION:

Semester based on available funds and student's financial / academic eligibility.

It is a Federal requirement that any student working as a Federal Work Study employee have a written job description for their position. Per federal regulations, "each FWS position should have a job description that includes name and department of employer, supervisor, purpose of student's job, duties and responsibilities, job qualifications, wage rate or range, and length of student's employment (beginning and end dates). FSA 2006-07, Volume 6, Chapter 1, page 6.21