

Chabot College Student Assistant Job Description

Division, Department:

**Applied Technology and Business –
Tool Room Student Assistant**

CONTACT PERSON:	Ronald Decker	ADMINISTRATOR:	Kristin Lima
SUPERVISOR (if different):		BUILDING / ROOM:	1400 /1410
POSITION TITLE:	Student Assistant I		

PURPOSE:

These positions will provide the student with the experience related to the operations of a Central Tool Room. Under general supervision, the student will perform detailed and various tasks in order to maintain accountability for instructional support material.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

1. Able to lift 50 lbs
2. Able to work with minimum supervision after sufficient training period
3. Mechanical aptitude helpful but not required
4. Detailed orientated / good organizational and communication skills
5. Answer phone and take detailed messages with customer service protocol

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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. Organize and clean specific areas in Bldg 1400
2. Organize and clean specific areas in Tool Room
3. Assist in handing out tools to students as needed at windows
4. Perform regular inventory and maintain accountability for instruments, tools, supplies and instructional support material
5. Secure the Tool Room premises after the end of each lab time

STUDENT ASSISTANT PAY RATE:

Category: A *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*
Step: 1 *New hires begin at Step 1*
Rate: \$10.00 *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