

# Chabot College Student Assistant Job Description

Division, Department:

**Children's Center –  
Student Assistant**

<b>CONTACT PERSON:</b>	Vanessa Cormier	<b>ADMINISTRATOR:</b>	Vanessa Cormier
<b>SUPERVISOR (if different):</b>		<b>BUILDING / ROOM:</b>	3500 / 3502
<b>POSITION TITLE:</b>	Student Assistant B		

## **PURPOSE:**

**This position entails performing family literacy activities which provides services to at risk families with preschool age children both within and outside of the classroom at The Chabot College Children's Center. "Book-bags in the Classroom" Project work includes the assembly and monitoring of the use of family book bags which provide high quality books which go directly into the homes of the at-risk preschoolers at the Children's Center all throughout the Spring Semester. In addition, project work may demand in-classroom work with children and families surrounding literacy events as they transpire in our preschool classrooms. This project is designed to serve the express needs of our community at the Children's Center and should provide an enriching and rewarding experience to our children, families, teachers, student-teachers, and the student.**

## **POSITION REQUIREMENTS:**

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

1. Able to communicate with children, teachers and parents
2. Able to lift 40 lbs
3. Able to move quickly, sit in child size chairs and be on the floor at a child's level, go on playground

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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. Assemble and monitor the use of family book bags
2. Provide services to families with preschool age children or elementary school children; or as a reading tutor for children who are preschool age or are in elementary school.
3. In-classroom work with children and families surrounding literacy events
4. Follow directions and guidance from teachers in interacting with children
5. Follow the interests of children in their activities
6. Help keep children safe
7. Provide quiet support during children's nap time
8. Assist teachers in classroom set-up and clean-up if/when needed

## **STUDENT ASSISTANT PAY RATE:**

Category: B *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