

Chabot College Student Assistant Job Description

Division, Department:

**Counseling/ Assessment –
Student Office Assistant**

CONTACT PERSON: Katrin Field

SUPERVISOR (*if different*):

ADMINISTRATOR: Val Jean Dale

POSITION TITLE: Student Assistant I

BUILDING / ROOM: 700 / 714A

PURPOSE:

Student will support the administrative assistant, counselors, and the Dean for the Division. The duties include the following, but are not limited to: operate a variety of office equipment including computers and supporting word processing and spreadsheet applications, perform general clerical duties and tasks; e.g. filing papers, prepare mailings, telephone calls, alphabetizing, and assist in maintaining databases.

POSITION REQUIREMENTS:

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

1. Willingness to commit upon agreed hours per week
2. Ability to maintain confidentiality
3. Communicate clearly and concisely, both orally and in writing
4. Willing to ask questions when in doubt
5. Knowledge of Microsoft Office software
6. Good organizational skills
7. Ability to work independently
8. Willingness to learn new software programs if needed

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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. Making copies of documents
2. Assist in maintaining databases used by the division
3. Assist in making phone calls and phone inquiries
4. Other tasks as needed

STUDENT ASSISTANT PAY RATE:

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

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