

Chabot College Student Assistant Job Description

Division, Department:

**Financial Aid Office –
Assistant to Director**

CONTACT PERSON:

SUPERVISOR (*if different*): Philomena Franco **ADMINISTRATOR:** Kathy Linzmeyer
POSITION TITLE: Student Assistant **BUILDING / ROOM:** 700 / 702

PURPOSE:

This is a clerical position supporting and assisting the Financial Aid Director, to relieve Director of routine office tasks. This student position will help achieve office goal to provide accurate, timely financial aid services to Chabot students. Student will know flow of the financial aid process, and the role and responsibilities of the Financial Aid Office in determining student eligibility. Position will provide student with experience as administrative support staff, including knowledge of college, state and federal financial aid policies, as well as college and district structure and organization. Under direct supervision, performs tasks that require a moderate degree of experience and independent judgment.

POSITION REQUIREMENTS:

1. Ability to work in extremely busy office, independently and under staff supervision; must be able to follow directions while also being a self-starter
2. Ability to follow written and oral direction, with good time-management and organizational skills
3. Must demonstrate use of good judgment, a strong sense of humor, interpersonal skills, and teamwork
4. Must possess strong analytical and organizational skills
5. Have knowledge of common filing systems (numerical and alphabetical) and ability to file administrative and student documents accurately
6. Knowledge of basic office procedures and machines, such as copier, fax, telephones
7. Must have computer experience with Microsoft Office programs, and demonstrated ability to learn others as needed
8. Ability to write and edit simple communications or documents, with guidance, and goal of performing task more independently
9. Ability to handle confidential information and data
10. Ability to understand the goals and program objectives of the Financial Aid Office
11. Ability to pick up new tasks and skills quickly
12. Demonstrate effectiveness in working with a diverse student population, including sensitivity to the “unique and special needs” of low-income, middle income and general student population.

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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. Maintain filing system for administrative, regulatory and office management documents; organize and update regulatory and policy binders
2. Collect student files from and return to staff and Director for review, investigation and problem resolution
3. Operate office equipment (copier, fax, folding machine, phones, etc.)
4. Copying, faxing and handling outgoing mail for distribution on and off campus
5. Type file labels; complete basic forms such as purchase requisitions, conference requests, travel and conference reimbursements, etc.
6. Mail merge and assist with outgoing student and community correspondence
7. Help create flyers, copy and assemble material packets for mailing and distribution
8. Work with Director on projects related to office productivity, analysis and compilation of student data; create or update Excel spreadsheets and Word documents for a variety of projects and reports
9. Assist with outreach and in-reach projects, workshops and organization of annual festival, assisting students with general questions concerning the financial aid applications and process
10. Handle confidential non-personnel information

STUDENT ASSISTANT PAY RATE:

Category: C *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: \$11.00 an hour *(Requires approval of VP of Student Services)*

After a minimum of 200 hours in same position with satisfactory performance, student may be promoted to Student Assistant C, Step 2.

New hires may only begin at Step 2 by Special Exemption, approved by appropriate vice president. Statement must be attached to hiring requisition detailing justification for exemption. Special exemption must be approved on Hiring Requisition form by signature of the appropriate vice president.

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, and 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