

Chabot College Student Assistant Job Description

Division, Department:

**Fine Arts & Humanities –
Student Assistant**

CONTACT PERSON: Catherine Powell

SUPERVISOR (*if different*):

ADMINISTRATOR: Carla Walter

POSITION TITLE: Student Assistant I

BUILDING / ROOM: 1100 / 1129

PURPOSE:

To provide assistance in the School of the Arts office and provide training for a student to learn the responsibility of organizing and operating a business office.

POSITION REQUIREMENTS:

1. Good organizational skills
2. Ability to perform basic office support functions such as create and maintain filing systems, etc.
3. Self-starter
4. Reliable/dependable
5. Punctual
6. Meet deadlines
7. Willingness to learn and help
8. Ability to work with varying skill levels
9. Good, clear communicator
10. Demonstrate proficiency with Microsoft Office software (Word, Excel and PowerPoint)
11. Attention to detail for accuracy

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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. Copying and filing documents
2. Checking out practice room keys and tracking usage of practice rooms
3. Assisting with data collection
4. Assisting with division correspondence
5. Assisting students, faculty and general public in division office
6. Answering phones and retrieving and taking messages
7. Assisting Dean of the School of the Arts as needed
8. Other duties as assigned

STUDENT ASSISTANT PAY RATE:

Category: B *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: \$18.50 *an hour*

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

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