

Chabot College Student Assistant Job Description

Division, Department:

Office of Academic Services

CONTACT PERSON:	Maguerite Thomas	BUILDING / ROOM:	200 /212
PHONE:	510-723-6627	SUPERVISOR (if different):	
POSITION TITLE:	Student Assistant I		

PURPOSE:

Under general supervision, the student will assist the Academic Services Specialists with general office duties. Creating Binders for divisions and maintain logs and filing of documents for fall, spring, and summer. Work on special projects such as correcting course data and proof reading of the class schedule. Work for the Office of Institutional Research on specified retrieval information and data entry. Clerical tasks and special projects require considerable discretion, confidentiality and accuracy.

POSITION REQUIREMENTS

1. Attention to detail
2. Proficiency with Microsoft Office (Word, Excel)
3. Good organizational skills
4. Confidentiality
5. Ability to interact with administrators, faculty, and staff in a professional manner

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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. Preparing mailings
2. Filing
3. Photocopying
4. Organizing records
5. Taking Messages

STUDENT ASSISTANT PAY RATE:

Category: A 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