

Chabot College Student Assistant Job Description

**Division,
Department:**

**Social Science
ECD Program**

CONTACT PERSON:	Edna Rodriggs	ADMINISTRATOR:	Carla Walter
SUPERVISOR (if different):		BUILDING / ROOM:	400/402 H
POSITION TITLE:	Student Assistant I		

PURPOSE:

To provide assistance in the ECD Program and provide experience for a student to learn the responsibility of organizing and operating in an 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, Access and PowerPoint)
11. Attention to detail for accuracy

Chabot College Student Assistant Job Description

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. Demonstrate ethical behavior and maintain confidentiality
2. Copying and filing documents
3. Assisting with ECD program correspondence
4. Assisting students, faculty and general public in ECD program office
5. Answering phones, taking messages, and scheduling appointments
6. Assisting ECD faculty coordinator as needed
7. Other duties as assigned

STUDENT ASSISTANT PAY RATE:

Category: A See Student Assistant Pay Category and Rate Schedule, effective 7/1/14.
Rate: \$9.00 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, 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