

Chabot College Student Assistant Job Description

Division, Department:

**School of the Arts
Student Assistant**

CONTACT PERSON: Catherine Powell

SUPERVISOR (*if different*):

ADMINISTRATOR: TBD

POSITION TITLE: Student Assistant

BUILDING / ROOM: 1100 / 1129

PURPOSE:

To provide assistance in the School of the Arts office and associated department while giving student workers experience in an office and classroom environment.

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. Assisting with data collection
3. Assisting with division correspondence
4. Assisting students, faculty and general public in division office and/or academic lab
5. Answering phones and retrieving and taking messages
6. Assisting area instructors as needed in special projects such as concerts and plays
7. Musical instrument check-out and inventory tracking
8. Monitoring and administration of the SARS enrollment tracking system
9. Supervision of student assistants
10. Other duties as assigned

STUDENT ASSISTANT PAY RATE:

Category:	B
Step:	n/a
Rate:	\$9.50 per 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