

# Chabot College Student Assistant Job Description

**Division, Department:**

**Special Programs – Puente Project  
Student Assistant**

<b>CONTACT PERSON:</b>	Sandra Genera	<b>PHONE:</b>	
<b>SUPERVISOR (if different):</b>		<b>ADMINISTRATOR:</b>	Jeanne Wilson
<b>POSITION TITLE:</b>	Student Assistant I	<b>BUILDING / ROOM:</b>	700

## **PURPOSE:**

Student will support the counselor assistant, faculty and the Counselor / Co-coordinator for the Division. The duties include the following, but are not limited to: operate a variety of office equipment including computers and supporting word processing and spreadsheet applications, perform general clerical duties and tasks; e.g. filing paper, prepare large mailings, telephone calls, alphabetizing / categorizing assignments, photocopies of assignments and handouts, and assist in maintaining databases.

## **POSITION REQUIREMENTS:**

*Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.*

1. Willingness to commit to agreed upon hours per week
2. Ability to maintain confidentiality
3. Communicate clearly and concisely, both orally and in writing
4. Willing to ask questions when in doubt
5. Demonstrates proficiency with Microsoft Office software, especially with word and excel
6. Good organizational skills
7. Ability to work independently
8. Willing to learn new software programs as needed

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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. General office tasks
2. Assist with filing documents
3. Creating new files
4. Make copies as needed
5. Sort mail
6. Send and pull faxes as needed
7. Ability to handle confidential information

**STUDENT ASSISTANT PAY RATE:**

Category: A *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*

Rate: \$10.00 *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