

Chabot College Student Assistant Job Description

Division, Department:

**Special Programs –
Disabled Students Programs & Services
Front Desk Receptionist**

CONTACT PERSON:	Kathleen R. Allen	PHONE:	
SUPERVISOR (if different):		ADMINISTRATOR:	Jeanne Wilson
POSITION TITLE:	Front Desk Receptionist	BUILDING / ROOM:	2400 / DSRC

PURPOSE:

Student will provide courteous support and assistance to the students, staff, faculty and the Dean for the Division. The duties include the following but are not limited to: operate a variety of office equipment including computers supporting word processing and spreadsheet applications, perform general clerical duties and tasks; e.g. filing papers, prepare large mailings, telephone calls, alphabetizing assignments, and assist in maintaining databases.

POSITION REQUIREMENTS:

1. Professional, mature and sensitive to the needs of students
2. Demonstrate good organizational skills
3. Ability to multitask in an office environment that can be stressful at times
4. Attention to detail
5. Knowledge of Microsoft Office (Word, Excel)
6. Confidentiality
7. 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. Greet students as they enter the DSRC
2. Schedule counseling appointments
3. Re-schedule counseling appointments as needed and as directed
4. Ability to answer phone and take messages
5. Contact DSRC personnel to provide rides for students with disabilities
6. Refer students to the appropriate DSRC staff
7. Contact the counselors when the student arrives for their appointment
8. Make reminder calls to students the day before their appointment
9. Assist students with completing the appropriate DSRC paperwork
10. Immediately inform DSRC staff of any emergency situation.

STUDENT ASSISTANT PAY RATE:

Category: A *See Student Assistant Pay Category and Rate Schedule, Board-approved 4/17/07 & effective 7/1/07.*

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, 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