

# Chabot College Student Assistant Job Description

**Division,  
Department:**

**Social Science  
PACE**

**CONTACT PERSON:** Catherine Powell

**SUPERVISOR (if different):**

**ADMINISTRATOR:** TBD

**POSITION TITLE:** Student Assistant

**BUILDING / ROOM:** 400 / 401B

## **PURPOSE:**

**To provide assistance in the PACE 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; speaks and writes English fluently
10. Demonstrate proficiency with Microsoft Office software (Word, Excel and PowerPoint)
11. Attention to detail for accuracy
12. Desirable: a student who is familiar with the PACE program and/or taken PACE classes, or a student who has participated in another learning community.

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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 correspondence
4. Assisting students, faculty and general public in PACE office and/or academic lab
5. Answering phones, educating prospective students about the PACE program, and retrieving and taking messages
6. Assisting area instructors as needed in special projects
7. Monitoring and administration of the SARS enrollment tracking system
8. Assistance with program outreach: could include on-campus outreach, online outreach, and off-site outreach at various work sites in or near Hayward
9. Assisting with light computer work such as inputting changes in documents and checking student status
10. Other duties as assigned

## **STUDENT ASSISTANT PAY RATE:**

Category:	B
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 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

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