

# Chabot College Student Assistant Job Description

**Division, Department:**

**Maintenance & Operations Grounds –  
Student Assistant**

<b>CONTACT PERSON:</b>	Steve Patchen, Lead Groundsman		
<b>SUPERVISOR (if different):</b>	<b>ADMINISTRATOR:</b> Tim Nelson		
<b>POSITION TITLE:</b>	Student Assistant I	<b>BUILDING / ROOM:</b>	3000 / 3011

## **PURPOSE:**

**To assist grounds personnel in keeping the grounds cleanliness standards high, for the health and safety of all students, faculty, staff and visitors. Also to assist in our “green vision” of our building and grounds goals in recycling, curb appeal and aesthetics, and other grounds labor tasks.**

## **POSITION REQUIREMENTS:**

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

1. Ability to lift 30 to 50 lbs.
2. Dependability and good work ethics
3. Ability to exercise good common sense decision making
4. Have a “Team Player” attitude
5. Ability to work with different cultures and people personalities
6. Practice good safety awareness
7. Follow instructions
8. Practice good communication skills
9. Ability to perform manual labor tasks and operate grounds golf carts, and usage of various grounds hand tools
10. Be professional and courteous to all campus faculty, staffing, students and visitors
11. Ability to work in various climactic conditions
12. Be teachable and open minded to the Chabot Campus Vision

# 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. Perform manual labor tasks such as sweeping, shoveling, trenching, digging, lifting and dragging
2. Perform raking, trimming, weeding, manual watering of campus plantings and lawn areas
3. Perform exterior campus trash management (trash & litter control)
4. Assist in organizing and cleaning grounds, storage facilities and grounds corporation yard, offices and break area
5. Assist in campus recycling efforts (sorting and separating of recyclables), such as bagging, etc.
6. Assist staffing in the athletics field, grounds mechanic shop, special landscape enhancements and other special grounds project
- 7.

## **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

*After a minimum of 200 hours in same position with satisfactory performance, student may be promoted to Student Assistant A, Step 2.*

*New hires may only begin at Step 2 by Special Exemption, approved by appropriate vice president. Statement must be attached to hiring requisition detailing justification for exemption. Special exemption must be approved on Hiring Requisition form by signature of the appropriate vice president.*

## **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, 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