



2019-2020 VC FINANCIAL AID FEDERAL WORK STUDY JOB REQUEST FORM

INSTRUCTIONS FOR SUPERVISORS:

Complete and submit this form to the Financial aid Office for approval. Once approved, the position will be added to the available job list.

Job Title:		Job Category:	Student Assistant Student Specialist (experience required)
Department/Location:		# of Jobs needed:	
Position Type:	<input type="checkbox"/> VC <input type="checkbox"/> VCEC <input type="checkbox"/> DAC	Travel Required:	<input type="checkbox"/> Y <input type="checkbox"/> N
Hourly Rate:	<input type="checkbox"/> Assistant (\$12.00) <input type="checkbox"/> Specialist (\$12.30)	Desired start date:	
Days/Hours needed: (Max 20 per week)	<input type="checkbox"/> Mon <input type="checkbox"/> Thurs <input type="checkbox"/> Tues <input type="checkbox"/> Fri <input type="checkbox"/> Wed <input type="checkbox"/> Sat	Position Duration:	<input type="checkbox"/> Weeks <input type="checkbox"/> Semester <input type="checkbox"/> Academic Year FA/SP
Job Requirements			
Resume required:	<input type="checkbox"/> Y <input type="checkbox"/> N	GPA Minimum:	
Interview Required:	<input type="checkbox"/> Y <input type="checkbox"/> N	Other:	
Education/Training required:	(Required skills: typing, computer skills, major, etc.)		
Job Description			
Role and Responsibilities (be specific): Duties most frequently performed: <ul style="list-style-type: none"> ▪ ▪ ▪ Machines/Equipment used: <ul style="list-style-type: none"> ▪ Preferred skills: <ul style="list-style-type: none"> ▪ ▪ Comments:			
Supervisor Contact:			
Supervisor Name:		Alternate contact:	
Supervisor Phone#:		Email:	

*See hourly schedule on back of form

Category	Requirements	Examples	Step	Compensation 2019	Compensation 2020
Student Assistant	Little skill required. Little initial experience required. Limited prior knowledge in the field. Immediate supervision required.	Clerical Door control/ushering Equipment control	1	\$12.00	\$13.00
Student Specialist I	Moderate to high degree of skill required. Prior experience required. General supervision required.	Stage crafts, Tutor Science/technology lab support, Peer advising, Police Cadets, Information Technology support, Child care, Maintenance, Clerical, Lab support, Cashiering	1	\$12.30	\$13.33
Student Specialist II	Advanced tutoring skills, including group facilitation or supplemental instruction (with advanced knowledge of subject matter). General supervision required	Supplemental instruction tutor	1	\$12.61	\$13.66

ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 semester units or equivalent quarter units) during the semester in which they are employed, unless the student is an eligible participant in the Federal Work Study or CalWORKs programs. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester.

ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work-study/work experience programs may work up to 35 hours per week as dictated by the program.

Student workers cannot work simultaneously within the District in any other capacity. See Administrative Procedure 7270.