



2021-2022 FEDERAL WORK STUDY JOB REQUEST FORM

INSTRUCTIONS FOR SUPERVISORS: ALL FWS positions require this form including renewal positions! Please Complete and submit this form to VC Financial Aid using Adobe E-sign. All job requests will require approval by your Dean or Division VP.

Name/Title of Staff member submitting request:	Carmen Ruiz-Cuevas Administrative Assistant	Name of Direct Supervisor for student(s):	Boglarka Kiss
Student name/ 900# (If you want to re-hire)		FWS Position Title:	Student Assistant
Location duties will be performed (check all that apply):	<input checked="" type="checkbox"/> VC <input type="checkbox"/> VCEC <input type="checkbox"/> REMOTE *requires approval	Are multiple students needed for your position?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N # of students requested: <u>1</u>
Hourly Rate:	<input checked="" type="checkbox"/> Assistant (\$14.00) <input type="checkbox"/> Specialist (\$14.35)	Start date:	ASAP
Days/Hours needed: (Max 20 per week)	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Tues <input type="checkbox"/> Fri <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Sat	Position Duration: (Academic Year is 7/01/21-6/30/22)	<input type="checkbox"/> 1 Semester <input checked="" type="checkbox"/> FA/SP <input type="checkbox"/> FA/SP/SU *needs approval
Job Requirements			
Resume required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	GPA Minimum:	2.5
Interview Required:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Other:	
List Education/Training required:	(Required skills: typing, computer skills, major, etc.) Typing, basic computer use (Microsoft 365 preferred - able to train on job), excellent interpersonal skills.		
Job Description			
Role and Responsibilities (be specific): Duties most frequently performed: Machines/Equipment used: Preferred skills: Student access required (banner, skype, outlook, phones, etc.):		<div style="font-size: 1.2em; font-weight: bold;">See Below.</div> <p>Clerical tasks in the division office, assisting staff, faculty, and students. Organizing, filing, creating spreadsheets, mail runs, and making and posting class cancellation signs. Tracking Flex Forms, college service forms, and incoming mail. Other duties as assigned.</p> <p style="font-size: 1.2em; font-weight: bold;">Desktop computer, RICOH printer, telephone</p> <p>Professionalism; Customer Service; Interpersonal Skills; Problem-Solving; Time Management; Effective communication; Microsoft Office (- Adobe Acrobat would be a plus!)</p> <p>Skype (VC Learning Resources Student), Outlook (vclr@vcccd.edu)</p>	
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
Dept. Sup. Name:	Boglarka Kiss	Phone number:	8052896468
E-signature:	<i>Carmen Ruiz-Cuevas on behalf of Boglarka Kiss</i> <small>Carmen Ruiz-Cuevas on behalf of Boglarka Kiss (Aug 23, 2021 08:44 PDT)</small>		

Category	Requirements	Examples	Step	Compensation 2021	Compensation 2022
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	\$14.00	\$15.00
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	\$14.35	\$15.38
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	\$14.71	\$15.76

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.