



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:	Ann Nelson - Administrative Assistant	Name of Direct Supervisor for student(s):	Alma Rodriguez - Fin Aid Officer
Student name/ 900# (If you want to re-hire)		FWS Position Title:	Student Specialist
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 checked="" type="checkbox"/> Y <input type="checkbox"/> N # of students requested: 6
Hourly Rate:	<input type="checkbox"/> Assistant (\$14.00) <input checked="" type="checkbox"/> Specialist (\$14.35)	Start date:	07/01/2021
Days/Hours needed: (Max 20 per week)	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Tues <input checked="" 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 type="checkbox"/> FA/SP <input checked="" type="checkbox"/> FA/SP/SU *needs approval
Job Requirements			
Resume required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	GPA Minimum:	2.0
Interview Required:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Other:	
List Education/Training required:	(Required skills: typing, computer skills, major, etc.) Customer service experience, computer and phone skills		
Job Description			
Role and Responsibilities (be specific): Assist the Financial Aid Office and Computer Lab Duties most frequently performed: Answer phones, assist students with general financial aid questions, and assist students with their financial aid applications. Machines/Equipment used: computer/phone skills desired Preferred skills: Bilingual would be preferred, but not required. Student access required (banner, skype, outlook, phones, etc.): Outlook, Skype, Starfish, Microsoft Office, Banner			
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
Dept. Sup. Name:	Alma Rodriguez	Phone number:	805-289-6360
E-signature:	<div style="font-size: small; color: gray;">Ann Nelson (Jul 27, 2021 14:06 PDT)</div>		