



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:	Sabrina Canola-Sanchez	Name of Direct Supervisor for student(s):	Sabrina Canola-Sanchez
Student name/ 900# (If you want to re-hire)		FWS Position Title:	Student Assistant
Location duties will be performed (check all that apply):	☒ VC ☐ VCEC ☐ REMOTE *requires approval	Are multiple students needed for your position?	☐ Y ☒ N # of students requested: <u>1</u>
Hourly Rate:	☒ Assistant (\$14.00) ☐ Specialist (\$14.35)	Start date:	08/09/2021
Days/Hours needed: (Max 20 per week)	☒ Mon ☒ Thurs ☒ Tues ☒ Fri ☒ Wed ☒ Sat	Position Duration: (Academic Year is 7/01/21-6/30/22)	☐ 1 Semester ☒ FA/SP ☐ FA/SP/SU *needs approval
Job Requirements			
Resume required:	☒ Y ☐ N	GPA Minimum:	2.5
Interview Required:	☒ Y ☐ N	Other:	
List Education/Training required:	(Required skills: typing, computer skills, major, etc.)		
Job Description			
Role and Responsibilities (be specific): Assist the staff in the Nursing Department with office duties. Duties most frequently performed: Filing, assembling student kits, laundry (washing, drying, and folding linens), light housekeeping, inventory of supplies, distribute mail, assist the general public, and other clerical duties. Machines/Equipment used: Computer, printer, scanner, copier, laminator, washer and dryer. Preferred skills: Must be highly reliable; ability to file alphabetically; excellent customer service skills in working with students and faculty. Student access required (banner, skype, outlook, phones, etc.):			
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
Dept. Sup. Name:	Sabrina Canola-Sanchez	Phone number:	805-289-6585
E-signature:	Sabrina Canola-Sanchez (Jul 30, 2021 18:54 PDT)		

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.