



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:	Erin Askar/Administrative Assistant	Name of Direct Supervisor for student(s):	Dan Kumpf
Student name/ 900# (If you want to re-hire)		FWS Position Title:	Student Assistant I
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:	9/27/21
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 checked="" 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:	2.0
Interview Required:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Other:	
List Education/Training required:	(Required skills: typing, computer skills, major, etc.) <div style="font-size: 1.2em; font-weight: bold;">Computer and customer service skills.</div>		
Job Description			
<div style="display: flex;"> <div style="width: 30%;"> Role and Responsibilities (be specific): Duties most frequently performed: Machines/Equipment used: Preferred skills: Student access required (banner, skype, outlook, phones, etc.): </div> <div style="width: 70%;"> <div style="font-size: 1.2em; font-weight: bold;">Customer service and data entry.</div> Maintain division office area, organize supplies, complete data entry projects, run on-campus errands. <div style="font-size: 1.2em; font-weight: bold;">Computer, copy machine, telephone.</div> Customer service experience, data entry. Outlook, Skype, division drives, phones. </div> </div>			
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
Dept. Sup. Name:	Dan Kumpf	Phone number:	
E-signature:	<div style="font-size: 0.8em;">Erin Askar (Sep 14, 2021 17:28 PDT)</div>		

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.