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:	Jennifer McCracken - EOPS Technician	**Name of Direct Supervisor for student(s):**	Paula Munoz - EOPS Coordiantor
Student name/ 900# (If you want to re-hire)		**FWS Position Title:**	EOPS Peer Advisor
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: 2
Hourly Rate:	☐ Assistant ($14.00) ☒ Specialist ($14.35)	**Start date:**	ASAP (August 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:**	2.00 minimum GPA Needed
Interview Required:	☒ Y ☐ N	**Other:**	Flexible Hours Available
List Education/Training required:	(Required skills: typing, computer skills, major, etc.) Must be a current EOPS Student		
Job Description			
Role and Responsibilities (be specific): Duties most frequently performed: Machines/Equipment used: Preferred skills: Student access required (banner, skype, outlook, phones, etc:):	EOPS Peer Advisor must be able to follow directions, file, answer phones, have attention to detail, have great listening skills, be computer literate, be able to communicate effectively, assist students with filling out forms and provide knowledge regarding EOPS & Ventura College.		

By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.

Dept. Sup. Name:	Paula Munoz	Phone number:	805-289-6165
E-signature:	Paula Munoz		pmunoz@vcccd.edu

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.