



## 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.

<b>Name/Title of Staff member submitting request:</b>		<b>Name of Direct Supervisor for student(s):</b>	<b>Chez Harper</b>
<b>Student name/ 900# (If you want to re-hire)</b>		<b>FWS Position Title:</b>	
<b>Location duties will be performed (check all that apply):</b>	<input checked="" type="checkbox"/> VC <input type="checkbox"/> VCEC <input type="checkbox"/> REMOTE *requires approval	<b>Are multiple students needed for your position?</b>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N # of students requested: <u>1</u>
<b>Hourly Rate:</b>	<input type="checkbox"/> Assistant (\$14.00) <input checked="" type="checkbox"/> Specialist (\$14.35)	<b>Start date:</b>	09/01/21
<b>Days/Hours needed:</b> (Max 20 per week)	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Thurs <input type="checkbox"/> Tues <input type="checkbox"/> Fri <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Sat	<b>Position Duration:</b> (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
<b>Job Requirements</b>			
<b>Resume required:</b>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<b>GPA Minimum:</b>	
<b>Interview Required:</b>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<b>Other:</b>	
<b>List Education/Training required:</b>	(Required skills: typing, computer skills, major, etc.)  Computer literate, type 35 wpm, above average grammar/spelling, able to answer phones and take messages, mature attitude		
<b>Job Description</b>			
<b>Role and Responsibilities (be specific):</b> <small>Serve as receptionist for police services during busy times; answer phones, greet public; set live scan appointments; prepare simple correspondence; route messages</small> <b>Duties most frequently performed:</b>  <b>Machines/Equipment used:</b> <span style="font-size: 1.2em; margin-left: 150px;">PC; live scan PC; telephone; calculator</span>  <b>Preferred skills:</b>  <b>Student access required (banner, skype, outlook, phones, etc.):</b>			
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
<b>Dept. Sup. Name:</b>	Chez Harper	<b>Phone number:</b>	805-652-7751
<b>E-signature:</b>	<div style="font-size: 0.8em; color: #00aaff;">Chez Harper (Aug 17, 2021 15:42 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.