




FEDERAL WORK STUDY JOB REQUEST FORM

INSTRUCTIONS FOR SUPERVISORS: ALL FWS positions REQUIRE this form (including new and renewal positions).

Please complete and submit a form to VC Financial Aid using Adobe E-sign. A form must be completed for each *FWS Position Title*. All job requests will be reviewed and approved by the Financial Aid Office.

FWS Position Title:	Main Switchboard and Mailroom in Administration Bldg	Name of Department:	Business Services
Primary Department Contact: (Name, Phone or Email)	Susan Royer sroyer@vcccd.edu	Direct Supervisor or Dean:	Susan Royer
Location duties will be performed (check all that apply):	<input checked="" type="checkbox"/> VC <input type="checkbox"/> VCEC	Number of students requesting for position above:	4
Job category:	<input type="checkbox"/> Assistant (\$15.00) <input checked="" type="checkbox"/> Specialist I (\$15.87) <input type="checkbox"/> Specialist II (\$16.75)	Hours per week (Max. 20/week):	6-10/week
Days needed:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Saturday	Position Duration:	<input type="checkbox"/> 1 Semester only <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:	
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 skills, some phone/computer experience		
Job Description			
Role and Responsibilities (be specific): Transfer calls and greet visitors to ADM building. Duties most frequently performed: Answering the main line for the campus, transferring calls to appropriate departments, greet visitors to Administration Building, assist with mailroom duties. Machines/Equipment used: Computer, copier, postage meter occasionally Preferred skills: You will be working in the building that houses the offices of the College President and three College Vice Presidents. Excellent customer service skills are required.			
By E-signing below, the department approves of the job position requested on this form.			
Name:	Susan Royer	Email:	sroyer@vcccd.edu
E-signature:	 <small>Susan Royer (Jun 13, 2022 15:00 PDT)</small>	Date	Jun 13, 2022

I. BACKGROUND

In accordance with California Education Code section 88076, the District may employ full-time students in a part-time capacity. The District may also employ part-time students who participate in a college work-study program or work experience education program that is conducted by the District and is financed by state or federal funds.

II. STUDENT WORKER CLASSIFICATIONS AND COMPENSATION

Students may be hired to work in the following classifications:

Category	Requirements	Examples	Step	Compensation
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	\$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	\$15.87
Student Specialist II	Advanced tutoring skills, including group facilitation or course embedded tutoring (with advanced knowledge of subject matter). General supervision required.	Advanced tutor Course embedded tutor	1	\$16.75

III. ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 undergraduate semester units or equivalent quarter units or a minimum of 6 graduate semester units or equivalent quarter units) at any educational institution during the semester in which they are employed. If the student is an eligible participant in the Federal Work Study or CalWORKs programs, the minimum enrollment may vary. 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.

When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

IV. 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 AP 7270](#).