



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:	Student Specialist I	Name of Department:	Career Development Services
Primary Department Contact: (Name, Phone or Email)	Raquel De Los Santos 805-289-6428	Direct Supervisor or Dean:	Raquel De Los Santos
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:	1
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):	20
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 type="checkbox"/> FA/SP <input checked="" 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 type="checkbox"/> Y <input checked="" type="checkbox"/> N	Other:	
List Education/Training required:	(Required skills: typing, computer skills, major, etc.) MS Office, Starfish Connect, MSTeams, Handshake, survey software, MS Outlook.		
Job Description			
<p>Role and Responsibilities (be specific): The Student Services Specialist I will provide peer advising for career preparation, working with students/alumni to provide help but not limited to resumes, cover letters, interviews, job search, and Linked In. This role will provide general office assistance including answering phones, managing student check-ins, provide/distribute appropriate literature to students/alumni, provide presentations to various groups on campus about career services available. This position works with various campus stakeholders including staff, faculty, and community employers and organizations.</p> <p>Duties most frequently performed: Clerical support, peer-advising, presentations/workshops, general office duties.</p> <p>Machines/Equipment used: Computer, telephone, printer, scanner, et.al.</p> <p>Preferred skills: Experience presenting to groups, working 1:1 with students in a peer-advising capacity, excellent customer service skills, strong problem-solving skills, proficient computer skills.</p>			
By E-signing below, the department approves of the job position requested on this form.			
Name:	Raquel De Los Santos	Email:	raquel_delossantos1@vccd.edu
E-signature:	 <small>raquel de los santos (Jun 24, 2022 11:16 PDT)</small>	Date	Jun 24, 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](#).