



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:	Brent Wilson	Name of Direct Supervisor for student(s):	Brent Wilson
Student name/ 900# (If you want to re-hire)		FWS Position Title:	Performing Arts Assistant
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 checked="" type="checkbox"/> Y <input type="checkbox"/> N # of students requested: <u>10</u>
Hourly Rate:	<input checked="" type="checkbox"/> Assistant (\$14.00) <input type="checkbox"/> Specialist (\$14.35)	Start date:	ASAP; Jan 2022
Days/Hours needed: (Max 20 per week)	<input checked="" type="checkbox"/> Mon 8am-10pm <input checked="" type="checkbox"/> Thurs 8am-10pm <input checked="" type="checkbox"/> Tues 8am-10pm <input checked="" type="checkbox"/> Fri 8am-10pm <input checked="" type="checkbox"/> Wed 8am-10pm <input checked="" type="checkbox"/> Sat 9am-2pm	Position Duration:	<input checked="" type="checkbox"/> 1 Semester <input type="checkbox"/> FA/SP <input type="checkbox"/> FA/SP/SU *needs approval
Academic Year is 7/01/21-6/30/22			
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.) Computer skills, data entry, being able to lift objects up to 35 lbs; not all of these will be required for all positions/preferred experience in the performing arts		
Job Description			
Role and Responsibilities (be specific): Performing Arts Assistant Duties most frequently performed: Data entry, concert program creation, room scheduling for rehearsals, lab proctoring, moving chairs and stands for rehearsals and performances, answering phones and responding to emails Machines/Equipment used: Computers, and depending on student interests and abilities, potentially light boards and sound boards Preferred skills: Preferred but not required experience in the performing arts. Not all 10 jobs will have that need, but some more than others. Can be adjusted and catered to a student's strengths Student access required (banner, skype, outlook, phones, etc.): Outlook, phones, Teams; banner not necessary initially.			
By E-signing below, the Department Manager/ Supervisor approves of the job position requested on this form.			
Dept. Sup. Name:	Brent Wilson	Phone number:	6279
E-signature:			

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.