### 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.

<table>
<thead>
<tr>
<th>FWS Position Title:</th>
<th>Art Gallery Sitter</th>
<th>Name of Department:</th>
<th>Visual Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Department Contact: (Name, Phone or Email)</td>
<td>Sandy Mason 6388 <a href="mailto:smason@vcccd.edu">smason@vcccd.edu</a></td>
<td>Direct Supervisor or Dean:</td>
<td>Sandy Mason/Lisa Putnam</td>
</tr>
<tr>
<td>Location duties will be performed (check all that apply):</td>
<td>VC</td>
<td>Number of students requesting for position above:</td>
<td>6</td>
</tr>
<tr>
<td>Job category:</td>
<td>Assistant ($15.00)</td>
<td>Hours per week (Max. 20/week):</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>✓ VC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ VCEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days needed:</td>
<td>Monday</td>
<td>Position Duration:</td>
<td>□ 1 Semester only</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td></td>
<td>✓ FA/SP</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td></td>
<td>□ FA/SP/SU (needs approval)</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Job Requirements

- Resume required: □ Y □ N
- Interview Required: □ Y □ N
- GPA Minimum: no
- Other: Customer Service Skills
- List Education/Training required: (Required skills: typing, computer skills, major, etc.)
  - Responsible, punctual, and a good work ethic

### Job Description

**Role and Responsibilities (be specific):** Greet people visiting gallery, make sure they aren't eating food or drinking in the gallery.

**Duties most frequently performed:**

**Machines/Equipment used:** Computer

**Preferred skills:** Basic computer skills

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By E-signing below, the department approves of the job position requested on this form.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sandy Mason</th>
<th>Email:</th>
<th><a href="mailto:smason@vcccd.edu">smason@vcccd.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-signature:</td>
<td>Sandra Mason</td>
<td>Date:</td>
<td>7-5-2022</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
<th>Examples</th>
<th>Step</th>
<th>Compensation</th>
</tr>
</thead>
</table>
| 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.