

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: Clerk Term Requested: Fall Spring
Number of Students Requested: 3 Total Number of Hours Covered: 24 Hourly Rate: \$ 16.00

(Based on District Pay Schedule)

Department Contact Information

Department Name: Admissions and Records Building & Room Number: G102

Name of Work-Study Supervisor: Vanessa Saenz

Phone Number: (619) 660-4565 Email: vanessa.saenz@gcccd.edu

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-2pm	8am-2pm	8am-2pm	8am-2pm		

Notes to applicants

Looking for:

- Dependable/positive attitude
- Must be proficient in Microsoft Office
- Detail oriented
- Able to multi-task
- Proficiency in reading/writing in English and ability to communicate well in English

Job Skills and/or Experience Required

Duties Performed

-Answer phones/make phone calls
-Assist students with the online application, registration, and admissions process
-Process forms
-Assist in special events when needed

TASHAUA L. ROGERS
Dean's/Manager's Name

08/07/24
Date