

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: Student Assistant II Term Requested: X Fall X Spring

Number of Students Requested: 3 Total Number of Hours Covered: 15 Hourly Rate: \$17.56

Department Contact Information

(Based on District Pay Schedule)

Department Name: Career Services Building & Room Number: I-223

Name of Work-Study Supervisor: Dr. Briseida Elenes

Phone Number: 619-660-4435 Email: briseida.elenes@gmail.com

Requested Work-Study Hours

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 8:30am-5:00pm | 8:30am-5:00pm | 8:30am-5:00pm | 8:30am-5:00pm | 8:30am-5:00pm | 8:30am-5:00pm |

Notes to applicants

The Career Center is seeking passionate and energetic students who can work well with a team of student assistants and are committed to playing a key role in helping Career Services support fellow peers on their career journey!

We will work around your class schedule but we require that you have availability to work between 10-15 hours/week. Work experience requirement: 2 years. Please inquire with Dr. Briseida Elenes with any questions at briseida.elenes@gcccd.edu

Job Skills and/or Experience Required

- Responsible and punctual
- Take initiative and are a self-starter
- Have a growth mindset
- Have a positive attitude
- Enjoy helping people
- Willing to engage in public speaking
- Passionate about diversity, equity, and inclusion
- Willing to take part in professional development to learn new skills

Duties Performed

- Providing excellent customer service by managing the front desk
- Attending to student drop-ins
- Answering phone
- Replying to emails
- Scheduling appointments
- Stocking supplies
- Maintaining area organized
- Serving as a peer advisor to provide fellow students support with resumes
- Creating marketing materials and social media campaigns
- Updating monthly newsletter
- Deliver career workshops for peers
- On-campus tabling & event support to promote career services

Agustin Orozco

Dean's/Manager's Name

8/8/24

Date