

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: **Student Assistant III** Term Requested: ___ Fall Spring
Number of Students Requested: 1 Total Number of Hours Covered: 25 Hourly Rate: \$ 17.56

(Based on District Pay Schedule)

Department Contact Information

Department Name: Counseling Services Building & Room Number: G-200

Name of Work-Study Supervisor: Isaiah Nailon

Phone Number: (619) 660-4431 Email: isaiah.nailon@gcccd.edu

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	9:00am - 1:00pm	

Notes to applicants

The Counseling Center is looking for an energetic student who works well with their peers as well as staff and faculty. This person will be committed to providing excellent customer service that supports students academic journey here at Cuyamaca College.

Please inquire with Isaiah Nailon with any questions at isaiah.nailon@gcccd.edu

Job Skills and/or Experience Required

- * Uses good judgment in a respectful and tactful manner
- * Takes initiative
- * Has a growth mindset
- * Is Punctual
- * Enjoy helping others
- * Integrity
- * Relevant training or education plus 2 years of experience

Duties Performed

- * Customer service
- * Using our appointment system
- * Answering phone calls
- * Replying to emails
- * Calling students
- * Stocking supplies
- * On-campus tabling & event support to promote student services
- * Other office duties as assigned

Agustin Orozco

Dean's/Manager's Name

1/7/25

Date