

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

## Federal Work Study Job Request

### Position Information

Job Title: Workforce Development Assistant II Term Requested:  Fall  Spring  
Number of Students Requested: 1 Total Number of Hours Covered: up to 25 Hourly Rate: \$ 16.52  
(Based on District Pay Schedule)

### Department Contact Information

Department Name: CTE Building & Room Number: I-227  
Name of Work-Study Supervisor: Charlene Alsbaugh  
Phone Number: (619) 660-4607 Email: charlene.alsbaugh@gcccd.edu

### Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-7pm	8am-7pm	8am-7pm	8am-7pm	8am-1pm	

### Notes to applicants

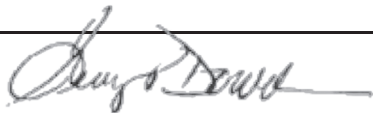
Hours flexible. Schedule may include some evenings based on events.

### Job Skills and/or Experience Required

Basic to intermediate skills in Microsoft Office (Word, Excel, Power Point), familiarity with creating social media posts, basic Canva, familiarity with office equipment  
1 year of work or volunteer experience in any of the following work environments: customer service, administrative, event planning, mentoring or coaching  
Completed at least one semester of course work or training in any of the following: Business Office Technology, Business, Art & Design, Applied Technology, Social Work, Psychology, Hospitality  
Ability to lift 25 lbs

### Duties Performed

Working within a team, assist with the planning and execution of Worked Based Learning events. Representative duties include marketing, data collection, assisting with the creation of reports & presentations, student & industry interaction, event set up & take down.



Dean's/Manager's Name

11/08/24

Date