

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: Student Assistant Term Requested: ___ Fall Spring
Number of Students Requested: 2 Total Number of Hours Covered: 30 Hourly Rate: \$ 16.50
(Based on District Pay Schedule)

Department Contact Information

Department Name: Financial Aid Building & Room Number: G-100
Name of Work-Study Supervisor: Shirley Hughes
Phone Number: (619) 660-4313 Email: shirley.hughes@gcccd.edu

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-5pm	8am-5pm	8am-5pm	8am-5pm	X	X

Notes to applicants

If you are interested, please send your current resume via email to Shirley Hughes and Rachel Andersen.
Shirley.Hughes@gcccd.edu and Rachel.Andersen@gcccd.edu

Job Skills and/or Experience Required

Basic computer and office equipment skills preferred
Basic customer service skills preferred

Duties Performed

Duties will include answering student inquiries including phone calls, assisting with special projects, supporting Financial Aid assistance labs.

Rachel Andersen

Dean's/Manager's Name

01/29/25

Date