

# 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: 1 Total Number of Hours Covered: 15/week Hourly Rate: \$ 16.50

(Based on District Pay Schedule)

### Department Contact Information

Department Name: Instructional Operations Building & Room Number: F-100

Name of Work-Study Supervisor: Julie Kahler

Phone Number: (619) 660-4223 Email: julie.kahler@gcccd.edu

### Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2-5pm	2-5pm	2-5pm	2-5pm	1:30-4:30pm	

### Notes to applicants

Looking for:

- Someone to help us with visitors in the F-100 building and answering phones
- Assisting with copying and scanning for the department assigned
- Hours listed above are flexible, primarily looking for afternoon coverage

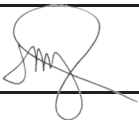
### Job Skills and/or Experience Required

Entry level position

### Duties Performed

- Greet visitors coming into the building
- Answering phones
- Give directions to rooms on campus
- Copying, and scanning for the Instructional Operations Department and Office of Instruction
- Posting agenda's around campus for Academic Senate and Curriculum
- Other clerical duties as assigned

\_\_\_\_\_  
Dean's/Manager's Name



12/16/2024  
Date