

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

## Federal Work Study Job Request

### Position Information

Job Title: Circulation Aid Term Requested:  Fall  Spring  
Number of Students Requested: 8 Total Number of Hours Covered: 40 Hourly Rate: \$ 16.00  
(Based on District Pay Schedule)

### Department Contact Information

Department Name: Library \_LRC Building & Room Number: C -136  
Name of Work-Study Supervisor: David Shamoon  
Phone Number: (619) 660-4407 Email: david.shamoon@gcccd.edu

### Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am - 7:30pm	9am - 7:30pm	9am - 7:30pm	9am - 7:30pm		

### Notes to applicants

Fluent in English required, Bilingual Preferred - Many of our students speak Arabic  
Must be able to pass a basic skills test and will be required to complete the Library training program before shelving books.

### Job Skills and/or Experience Required

Good Communication Skills - Customer Service Experience is beneficial  
Punctual/Reliable - Must be able to stick to a set schedule and shifts.

### Duties Performed

Circulation Counter Service; using computers to check materials in and out.  
Answering and directing phone calls and student questions.  
Shelving Materials with Accuracy.  
Housekeeping and other minor duties.

David Shamoon/Maria Gearhart

Dean's/Manager's Name

08/08/24

Date