



**FEDERAL WORK STUDY  
ON-CAMPUS EMPLOYMENT  
2017-2018 AWARD YEAR**

<b>1. Name of Position:</b>
Student Assistant
<b>2. Supervisor and Department name:</b>
Aileen Dy – Admissions and Records
<b>3. Contact Number:</b>
916-691-7595 – dya@crc.losrios.edu
<b>4. Location/Room Number:</b>
College Center
<b>5. Number of Positions Available:</b>
2-3 positions
<b>6. Please Describe the Job Duties:</b>
<p>Primary duties entail serving as Student Assistant Employee under the supervision of staff. Under the general supervision of assigned manager/supervisor, serves as a staff assistant in providing student services and information on college programs in one or more of the following areas: Admissions and Records (A&amp;R). The Student Assistant provides service to those needing assistance in the College Center – Admissions and Records Department, including but not limited to: enrollment, withdrawal of courses, update of student data, change of major/plan, transcript requests, answering phones and student inquiries, etc. Secondary duties entail providing assistance to A&amp;R staff, under general supervision, including clerical duties and other administrative tasks.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Serves as a resource person to students and staff</li> <li>• Answers all incoming calls to the A&amp;R department</li> <li>• Maintains confidentiality of information and materials</li> <li>• Provides information about enrollment, classes, tuition, website navigation, and addresses other inquiries</li> <li>• Keeps A&amp;R environment and equipment clean and orderly.</li> <li>• Performs various clerical duties.</li> </ul> <p>Other Duties:</p> <ul style="list-style-type: none"> <li>• PeopleSoft – Use PeopleSoft to assist students in performing general admission duties.</li> <li>• Photocopying – Photocopy an array of documents</li> </ul>
<b>7. Any Specific Job Requirements or Skills Preferred (e.g. computer, filing, GPA, coursework):</b>
<p>Ability to work in a team environment.          Customer service skills to handle unsatisfied clients          Ability to make sound judgments and follow instructions</p>
<b>8. List Days/Hours Needed, Unless It's Flexible:</b>
<p>M/W – 8am – 6pm (varying hours can be accommodated if necessary)          T/Th 12pm – 6pm          F – 1pm - 6pm</p>

Along with your resume, please attach this sheet with your answers to the questions.

1. Tell me about your soft people skills (personal attributes, personality traits, communication abilities, etc).
2. What would your coworkers, previous supervisors, or friends say about you as a person?
3. What are your solid qualifications for the job (computer experience, customer service, etc)?
4. Do you prefer to work individually or in a team environment? Why?
5. A student becomes irate with you, and demands to speak to your supervisor, how do you handle the situation?
6. What hours are you available?