



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

1. Name of Position:
Student Help
2. Supervisor and Department name:
Alex Negrulya - BFS department
3. Contact Number:
(916)691-7220
4. Location/Room Number:
LRC 204
5. Number of Positions Available:
6
6. Please Describe the Job Duties:
Under the supervision of an Instructional Assistant: Assist students utilizing the computer lab with computer procedures such as logging in, printing, saving, e-mail, etc. Aid in understanding instructions for homework assignments and projects. Maintain a neat and clean lab environment for students.
7. Any Specific Job Requirements or Skills Preferred (e.g. computer, filing, GPA, coursework):
Experience and/or coursework in Microsoft Office Word, Excel, PowerPoint and other popular software applications. General knowledge and understanding of computer software and hardware. Ability to communicate effectively with a diverse demographic of students.
8. List Days/Hours Needed, Unless It's Flexible:
Mon, Tues, Wed, Thurs: 7:30am – 10:00 pm Fri: 7:30am – 3:00pm Sat: 9:00am – 3:00pm