

## STUDENT ASSISTANT-NOT WORK STUDY-LOCAL FUNDS (Range H07/JTC S01) – Non Exempt

### **GENERAL SUMMARY:**

On campus part-time employment for students who do not demonstrate financial need. Not part of the federal work study program. Typical positions for student assistants are office assistants, assistant technicians, lab assistants, aides to instructors/deans, athletic assistants, etc. Must be mature, responsible, organized and be able to pay attention to details.

### **PHYSICAL REQUIREMENTS:**

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

You must meet the Satisfactory Academic Progress standards set by DCCCD. You must be enrolled and certified in at least a one-credit hour course. You must be a U.S. citizen or eligible noncitizen. You must not have any prior institutional balance or blocks. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

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