

## STUDENT ASSISTANT – OFF CAMPUS-FED FUNDS (Range H07/JTC S12) – Non Exempt

### GENERAL SUMMARY:

Federal work study based on the financial need of a student that applies for federal financial aid through the Free Application for Federal Student Aid (FAFSA). It provides funds that students earn through part-time employment to help pay the cost of their educational expenses. Federal work study can be on campus or off campus. If on campus you will usually work for your school, if off campus, your employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. Your school might have agreements with private, for-profit employers for Federal Work-Study jobs. This type of job must be relevant to your course of study (to the maximum extent possible).

Typical positions for work study 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:

Undergraduate student awarded federal work study funds in financial aid package. You must meet the Satisfactory Academic Progress standards set by DCCCD. You must be enrolled and certified in at least six hours (half time) for Fall and Spring. If attending Summer semesters, you must be enrolled in at least three hours (quarter time). 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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