

Federal Work Study Student Assistant Pool - Coastline
College - 2019/2020 Academic Year
Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=125604>

Downloaded On: Sep. 20, 2019 3:00pm

Posted Jul. 15, 2019, set to expire Nov. 12, 2019

Job Title Federal Work Study Student Assistant Pool - Coastline
College - 2019/2020 Academic Year

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted Jul. 15, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Administrative Support/Services

Apply Online Here <https://www.governmentjobs.com/careers/cccd/Jobs/2506583>

Apply By Email

Job Description

Definition

Non-academic, non-classified Student Assistants are not part of classified service.

The Education Code prohibits displacement of classified personnel and impairment of existing contracts by either the employment of full-time or part-time students in any college work-study program or in a work experience education program. Student Assistants are at-will employees, have no entitlement rights to any position in the District, and are not benefits eligible.

Student Assistants may not exceed 19.5 working hours per week during the fall and spring semesters. Student Assistants may work a maximum of 28 hours per week outside of the fall and spring semesters.

Student Assistants are prohibited from being employed by the District in any other capacity during the same Fiscal Year (July 1 – June 30).



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A student assistant works in a particular department of the college or the district site and has job responsibilities specifically designed for a student has non-classified job responsibilities.

Student Assistants perform duties from unskilled to skilled and/or specialized in a variety of positions that typically require the use of manual, clerical, public contact. The nature of the job may vary from department to department. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Student Assistant job assignments take into account the class timings and exam schedule of the student and are more flexible than off-campus jobs.

Student assistants have a wide variety of choices and can choose assignments in a department that is aligned with their academic and career goals and interests, as available. Accordingly, the duties and responsibilities will be varying depending on the nature of the assignment. Duties will be determined based on the needs of the position.

REPRESENTATIVE DUTIES:

Specific job duties are defined by the appropriate Division and/or Department. Considerable training may occur on-the-job.

Student Assistant I – Entry level/Semi-skilled:

Work is under immediate supervision (methods of performing tasks are well established and explained in specific terms). Work assignments typically involve standardized duties that are of a routine and repetitive nature. Work assignments may include the use of special equipment, software applications, or tools per an established procedure. The supervisor has responsibility for the assignment of work, the flow of work, production level, and provision of proper instructions.

Student Assistant II – Intermediate/Advanced:

Work is under general supervision (work objectives are set but methods of performing tasks are left up to the employee) with specialized training done on-the-job. Work assignments are varied and less routine and involve a moderate degree of responsibility. Work assignments may involve access to and use of sophisticated data systems and confidential information for which considerable training is required. The supervisor has responsibility for the assignment of work, however, there is less control exercised over the flow of work and instruction given is more general. Jobs may require moderate independent judgment, analysis, and decision-making skills.

Student Assistant III – Specialist/Lead:

Work is under general supervision (work objectives are set but methods of performing tasks are left up to the employee). Work assignments involve a broad variety of skills and/or tasks for which considerable training is required. Jobs require the application of considerable independent judgment



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and decision making. Students at this level may have the responsibility to direct the work of lower-level student employees.

Qualifications and Physical Demands

MINIMUM QUALIFICATIONS:

Education and Experience:

Student Assistant I: Little or no prior experience or education required

Student Assistant II: Some previous knowledge, experience, or education required

Student Assistant III: Prior experience, education, or specialized skills required

SKILLS AND COMPETENCIES

Skills required to perform job assignment.

Depending on the Student Assistant level and specific job assignment, jobs require limited to independent judgment, and decision making.

Ability to balance work and studies.

QUALIFICATIONS AND PHYSICAL DEMANDS:

Students must be enrolled in classes for the current semester and have been awarded federal work-study through the financial aid office to be eligible for a student assistant position under the federal work-study funding.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact