

WCC FWS JOB LIST 2017-2018

Department	Supervisor	Campus Location	LOC/DEPT on Campus	Job Title/Job Description	Qualifications	Purpose and/or Role of this position within WCC.	How do the duties and responsibilities of this position relate to the purpose/role?	Starting Pay Rate	Desired begin and end dates	Desired Work Schedule	Hours /per Week
Student Services	Paula Parish pparish@yccd.edu (530) 668-2500	CCC	Student Services - CCC Campus	Office Assistant - Answer phones make copies, filing, pull files for counseling appointments, make appointments for counselors. Assist students with question on Web Advisor, Canvas, Student email. Assist with campus activities, and cover the front desk when Campus Op Specialist is in meetings or at lunch.	Required: A student that has at least attended one semester at WCC, phone etiquette and computer skills. Preferred: Bilingual in Spanish/English.	To support the Campus Operation Specialist, Student Services Assistant, and Counselor and provide better student services.	The role of FWS at CCC is to support with minor clerical tasks, since CCC is understaffed in the reception area. This person helps us tremendously by helping with the phones and general questions, and having an extra body for coverage.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M/W 10:00 - 8:00 pm, TTH 10:00-8:00 pm, 1st/3rd Frid. 12:00-3:00 pm Willing to work around students schedule.	16 hrs/wk
TRiO (SSS-ESL) POSITIONS FILLED	Maria Garcia-Gonzalez mgarcia@yccd.edu (530) 668-2587	CCC	TRiO - CCC Campus	TRiO Peer Mentor - Peer Mentor will advise, guide, and can be a resource to TRiO students. Their primary focus is the support the overall success of the student by providing help with goal setting, professional development, and personal development. Candidate must demonstrate willingness, patience, and a passion for the student's advancement in post-secondary education. <i>Responsibilities</i> : Under the directions of the program Specialist, the Peer Mentor will perform a variety of mentor duties involving meeting with students, maintaining records, filing and typing reports. Peer Mentors are responsible to meet with students and document progress. Develop an enduring & trusting relationship with mentees. Present TRiO programs' information during campus events. Maintain punctual attendance. Participate in training for effective mentoring. Other tasks assigned by Program Specialist as deemed necessary.	Knowledge of: Essential office skills including Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, and punctuation. Interpersonal skills using professionalism, patience, and courtesy. Policies and objectives of assigned program and activities. <i>Qualifications</i> : Must be currently enrolled as a student at WCC campus. Must maintain a 2.5 cumulative GPA or above. Priority will be given to TRiO students. Priority will be given to students who receive Federal Work Study (FWS).	Peer Mentor will advise, guide, and share resources that are offered at CCC campus to TRiO students.	SSS/SSS-ESL are federally funded programs intended to help low-income and potential first generation students attain a post-secondary education. As part of our grant we hire this position to help with distribution of services and forming a sense of community among our participants.	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-F 8:00-5:00 pm Depending on student's availability.	20 hrs/wk
Colusa County Campus	Deanna Pierro dpierro@yccd.edu (530) 668-3693	CCC	Room 115 and 120	SSC Tutor - Promote independent learning using active learning strategies; guide students through course material in ways that are engaging and affirming; and provide study skills assistance and access to resource materials (textbooks, online resources) to students.	Grade of "B" or higher in subject they seek to tutor; at least one recommendation from an instructor; cumulative GPA of 3.0 or higher; current enrollment in at least 6 credits during the fall/spring semesters and 3 credits during the summer session.	Provide individual or group assistance to students in particular subject(s).	As tutors, FWS students will aid peers work through their course material(s).	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 9:00 am- 8:00 pm Fri. 9:00 - 2:00 pm	20 hrs./wk.

¹Designated as "Community Service" for Federal Work Study purposes.

²Students may be eligible for increased pay rates based on history of employment. Inquire with FWS supervisor.

All Federal Work Study positions are located on campus, unless otherwise noted in the location description.