

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
Admission & Records	Kerry Pope (530) 668-2527 kpope@yccd.edu	WCC	Admissions & Records Building 700	FWS Student Services Assistant - Under the direction of a supervisor, perform variety of clerical duties - scanning, linking, maintaining records; scheduling appointments, placement exams and group orientations; maintain calendars, compile information for appointments as requested; maintain variety of logs, records and files; close files according to established procedures and timelines; accurately and timely assist students, the public and staff regarding admission requirements and procedures; type verification letters from straight copy, rough draft or notes; distribute mail and file materials; operate office equipment - computer, scanner, calculator, copier, etc; perform receptionist duties and answer telephones, take and relay messages, greet students and the public, direct inquiries to the appropriate locaiton; learn and apply laws, rules, regulations involved in assigned clerical activities; perform elementary math functions quickly and accurately; understand and follow oral and written directions; have the ability to work in a fast paced environment; and perform related duties as assigned.	This position requires a person who enjoys working in a team, however can also work as an individual on a project or task. Telephone techniques and etiquette. Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. Modern office practices, procedures and equipment. Record-keeping techniques.	The purpose of the Federal student worker is to assist students in varied capacities. Providing great customer service to the public, students, staff, faculty and administrators.	The duties and responsibilities are the boundaries and framework in which Federal Work Study students can work within.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-F 8:00-5:00 pm	20 hrs/wk
Agriculture Department — POSITIONS FILLED	Brandi Asmus basmus@yccd.edu (530) 661-5758	WCC	Department of Agriculture Greenhouse	Agriculture Studies Assistant — Assist agriculture laboratory instructional assistant with preparation of laboratory materials including equipment, solutions, supplies, plant material and preparation in the greenhouse and/or agriculture grounds, greenhouse maintenance and general duties such as a watering, propagation, thinning, transplant, weeding, irrigation, Bed Preparation, pest detections, etc. Students will need to be punctual and communicate any changes in schedule with the Lab I.A.	Interest in horticulture, plant science, agriculture, agronomy preferred. At least one science class completed. Punctuality, responsible, desire to learn about basic plant techniques, ability to stand for periods of time, attention to detail, ability to work with others including student workers, agriculture I.A, agriculture faculty, Master Gardeners (community service) and community members.	Assist with preparation of laboratories in the agriculture department, which includes plant preparation, plant maintenance, ag grounds maintenance and preparation. Assist with preparation of plants/harvested items for the community.	The student worker is the foundation of our teaching materials for all instruction in the agriculture department. It is important that the students are responsible, attentive, and willing to learn, in order to supply our classes with the materials they needs.	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-Th 8:00-5:00 pm flexible with class schedule. Fri/Sat 9:00-12:00pm (Spring only for plant sales)	20 hrs/wk
Counseling Office	Bobby Gosal bgosal@yccd.edu (530) 661-4202	WCC	Counseling Building 700	Counseling Student Worker - The counseling student worker is responsible for a wide range of clerical and administrative duties including: answering phones, making student appointments, calling to confirm appointments, filing, copying, and operating general office equipment. We are looking for a student who can be part of our team and who is interested in working in a fast paced and confidential environment.	We are looking for a student who demonstrates these qualities: Responsible, punctual, good communicator, willingness to learn, flexible and previous office experience desired but not required.	The purpose of this position is to help provide administrative support to student and counselors.	The student duties will help support our counselors and students needs.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Work schedule flexible	20 hrs/wk

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Ethnic Studies ¹	Melissa Moreno mmoreno@yccd.edu (530) 661-6217	WCC	Multicultural Event Center	Ethnic Studies & Cross Cultural Series Intern - Work closely with ETHN full-time faculty as " Ethnic Studies and Cross Cultural Series Intern"; provide critical support for ethnic cultural events, lectures, exhibits, summits, conference es; conduct related research especially for exhibits; create & distribute posters and outreach materials, make follow-up phone calls or emails; educate students about events, activities, and related academic opportunities; setting up events; attending meetings related to events and projects under the direction of Ethnic Studies faculty. * serve as a greeter as the Multicultural Center especially during events & exhibitions; distribute and collect event surveys; collaborate with Student Government student leaders and Student Ambassadors on campus, and community leaders; provide noon campus music; help facilitate social justice leadership trainings; involve in some fundraising efforts for Cross Cultural Series, Ethnic Studies and Chicana/o Studies; assist with fundraising; video record events and conferences.	Intern must have some community organizing, communication, graphic design, photo/video taping, social media, and computer skills to build upon. Intern must have a sincere desire to outreach. Intern must work closely with diverse college students, staff, faculty, and student leaders. Intern must be comfortable interacting with the public. Intern must be willing to learn campus policies, procedures, and guidelines. Intern must have a knowledge of campus life and its programs, and larger community, but not required.	Assist with Ethic Studies and Cross Cultural Series events (ETHN role and duty). Assist with service learning projects (CHI program goal and objective). Assist with stimulating student leadership and community service potential (ETHN and CHI programs goal & objective)	The duties and responsibilities of this position related to ETHN program duties, ETHN program goals and objectives, and college's mission to provide "high quality student centered education," "lifelong learning," and "support students goals in environment that values diversity and civic responsibility," and Ed Master Plan for retentions of HSI.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	MW 11:00-2:00 pm TTH 8:30-9:30 am, 9:30-2:30 pm, 4:00-5:00pm Possible a few additional times during evening events, special lectures or Saturday conferences.	15 hrs/wk
Geology Department POSITION FILLED	Jennifer McCabe jmccabe@yccd.edu (530) 661-5754	WCC	Dept. Of Geology	Student Assistant – Department of Geology – Job duties will include help organizing the Geology lab, setting up and putting away lab supplies, possibly grading and recording assignments, when appropriate helping assist in the planning, advertising and/or recording of Professional Development activities, and when appropriate helping answer flex related questions.	Strong preference towards someone with a background in Geology, especially if they have taken either GEOL 10L or GEOL 11L. Otherwise just basic organizational and computer skills are necessary.	To help reduce the workload of our FLEX Coordinator, Jennifer McCabe (who also teaches Geology @ WCC)	Ordinarily Jennifer McCabe would have to do all this work herself. By having a student help with these activities it will reduce the workload of Jennifer McCabe, the WCC Flex Coordinator.	\$10.50-	8/14/2017–5/25/2018	Days and times are flexible (within normal business hours)	1-3 hrs/wk
Library	Traci Johnson tjohnson@yccd.edu (530)661-7236	WCC	Library	Library Student Assistant - The student assistants will use the library computer system to check in/out books, create library cards, accept payments. They will use a basic cash register; shelve books; have basic computer literacy skills to learn the library computer system; and help students with copier/printer/computer issues. They will answer phones, use features of the phone (transfer, hold), and take messages. They will help keep the library clean and orderly. They must have a positive customer service attitude; interact well with students, faculty, and staff; and be able to work independently or in croups. They must be punctual and do assigned tasks accurately and completely.	Required: Students must have basic computer literacy skills (formatting, saving, etc.), be familiar with Web Advisor, Canvas, the MyCampus Portal, and the Student Email; ability to learn the necessary components of the library program; and the ability to learn the Dewey decimal System in order to shelve books. Preferred: Students should be customer service oriented, have a positive attitude, and a willingness to learn. They should have some office skills, (e.g. answer a phone, take a message, count change, use a word processing program, etc.).	The purpose and/or role of this position is to help the library staff provide library and information services that support the academic and personal success of WCC students now and in the future as lifelong learners.	The duties and responsibilities of the Library Student Assistant relate to the purpose/role of this position by providing a safe, clean, and orderly study environment that supports the library and information services needed to promote academic and personal success while promoting life long learning.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-Th 7:45 am- 7:00 pm Fri 7:45 am- 3:30 pm The work schedule is et for the semester once all students schedules are received. The students' set schedule is based on the needs of the library and students' availability.	20 hr/wk
Maintenance and Operations	Paul Contini pcontini@yccd.edu (530) 204-3941	WCC	Various	Grounds Student Worker - Grounds maintenance, mow, edge, weed eat, raise trees, beautification of campus, Keenan Safety Training.	Show up on time and ready to work. Preferred experience in mowing lawns, walk behind edging, Tree pruning, weed eating for grounds maintenance.	Student learning outcome is to learn a trade and earn money.	SLO - Pride in their college campus, transitional work experience.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	MWF or TTHF 2 days at 6 hrs. and 1 day @ 8hrs. Not to exceed 20 hrs/wk. Depends on student class schedule.	20 hrs/wk

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MESA	Deanna Pierro (530) 668-3693 dpierro@yccd.edu	WCC	MESA Room 815	MESA Mentor - Are current MESA students who have excelled academically and demonstrate leadership qualities. They will act as a support system and connect students to a wide variety of resources on campus and in our community. Mentors will be responsible for facilitating Study Jams that promote collaborative learning problem solving among MESA students. MESA Mentors will also plan activities to engage students with different learning strategies and provide a sense of community. To ensure mentor quality MESA Mentors will attend biweekly training to further their skill set and work in collaboration with the MESA Specialist, MESA Director and staff.	Cumulative GPA of 3.0, demonstrate leadership skills, good time management skills, strong communication skills (written, verbal), Able to work with individuals and groups with diverse learning styles, knowledge of campus program resources, current enrollment in a minimum of 6 units for fall/spring semesters and 3 units for summer employment.	Serve as a support group to MESA members- provide academic and life skills.	As a MESA Mentors they will provide students with additional recourses/opportunities/ support.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 8:00 am- 6:00 pm Fri. 8:00 - 4:00 pm	20 hrs/wk
MESA-	Deanna Pierro (530) 668-3693 dpierro@yccd.edu	WCC	MESA Room 815	MESA Clerk - Perform clerical duties as assigned including typing, filing, answering phones, making copies, flyers. Provide information and assistance to students, staff and campus visitors regarding SSC/campus in an accurate and timely manner.	Cumulative GPA of 3.0, good time management skills, strong communication skills (written, verbal), knowledge of campus program resources, current enrollment in a minimum of 6 units for fall/spring semesters and 3 units for summer employment.	Serve as primary contact for students, staff, and campus visitors. Provide information about our services and resources available. Perform clerical duties as assigned necessary to operate centers.	Students, staff and campus visitors will obtain necessary information and assistance about available services & events.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 8:00 am- 6:00 pm Fri. 8:00 - 4:00 pm	20 hrs/wk
Student Success Center	Deanna Pierro (530) 668-3693 dpierro@yccd.edu	WCC	Student Success Center Rm 816 & 817	SSC Clerk - Perform clerical duties as assigned including typing, filing, answering phones, making copies, flyers. Provide information and assistance to students, staff and campus visitors regarding SSC/campus in an accurate and timely manner.	Cumulative GPA of 3.0, good time management skills, strong communication skills (written, verbal), knowledge of campus program resources, current enrollment in a minimum of 6 units for fall/spring semesters and 3 units for summer employment.	Serve as primary contact for students, staff, and campus visitors. Provide information about our services and resources available. Perform clerical duties as assigned necessary to operate centers.	Students, staff and campus visitors will obtain necessary information and assistance about available services & events.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 8:00 am- 6:00 pm Fri. 8:00 - 4:00 pm	20 hrs/wk
Student Success Center	Deanna Pierro (530) 668-3693 dpierro@yccd.edu	WCC	Student Success Center Rooms 814,819, 849	Supplemental Instruction Leader (S.I. Leader) Promote independent learning using active learning strategies. Supplemental Instruction leaders will work with SI professors and SI coordinator to develop materials to be presented outside of class to guide students through course material in ways that are engaging and affirming. be able to provide assistance to students with study skills and access to resource materials(textbooks, online resources).	A grade of "B" or higher in the particular course/subject interested in working in. At least one recommendation form a instructor. Cumulative GPA of 3.0 or higher. Demonstrate interpersonal communication skills. Demonstrate organizational time management skills. Demonstrate leadership skills. Current enrollment of a minimum of 6 units during fall /spring semesters, 3 units for summer employment.	Provide students currently enrolled in courses associated with Supplemental Instruction outside of class sessions with additional materials, strategies and resources.	As Supplemental Instruction Leaders they will provide students with additional resources and opportunities to review course content.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 8:00 am- 6:00 pm Fri. 8:00 - 3:00 pm	20 hrs/wk
Student Success Center	Deanna Pierro (530) 668-3693 dpierro@yccd.edu	WCC	Student Success Center Rm 816 & 817	SSC Tutor - Promote independent learning using active learning strategies. Tutors will guide students through course material in ways that are engaging and affirming. Be able to provide assistance to students with study skills, and access to resource materials (textbooks, online resources).	A grade of "B" or higher in the particular course/subject they seek to tutor. At least one recommendation form a instructor. Cumulative GPA of 3.0 or higher. Demonstrate interpersonal communication skills. Current enrollment of a minimum of 6 units during fall /spring semesters, 3 units for summer employment.	Provide individual or group assistance to students in a particular subject or subjects.	As tutors they will aid their peers work through their course material(s).	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-TH 8:00 am- 6:00 pm Fri. 8:00 - 3:00 pm	20 hrs/wk

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TRIO POSITIONS FILLED	Meagen Reveles mreveles@yccd.edu (530) 661-2285	WCC	TRIO Rm 850	TRIO Office Aide —Greet Students and community members at the reception desk. Answer phones, make student appointments, create new student files, and file documents accordingly. Use copy machines and make copies of flyers and other documents. Create flyers, post flyers around campus and maintain all current events on social media sites. Assist with departmental events, assist the staff, create flyers and invitations for campus events such as orientation, welcome week, graduation and outreach events as necessary. Create excel spreadsheets to log student contact information, input data into program database. Attend and contribute to weekly check-in meetings. Participate in orientation, training, professional development workshops, and other meetings as required. Other duties as assigned.	Work collaboratively with others to accomplish goals. Initiate interaction with participants and have sensitivity when working with a diverse group of students. Understand and follow oral and written instructions in English, have a strong oral and written communication skills. Represent WCC/CC in a professional manner.	Supporting the TRiO Staff by performing clerical duties to help the workflow of the office and providing customer service to TRiO students.	The duties of this position helps the Trio staff with daily office operations as well as assisting with the prep work for special events, campus tour and cultural activities.	\$10.50-	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M/T 8:00-6:00 pm W-F 8:00-5:00 pm Depending on class schedules, work schedule would be approximately 20 hrs/wk.	20 hrs/wk
TRIO (SSS/SSS-ESL) POSITIONS FILLED	Maria Garcia-Gonzalez mgarcia_@yccd.edu (530) 668-2587	WCC	TRIO Office Rm 850	TRiO Peer Mentor —Peer Mentor will advise, guide, and can be a resources 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
WCC Financial Aid	Kimberly Reed kreed@yccd.edu (530) 661-5727	WCC	Financial Aid Building 700	Financial Aid Aide - Assist students with questions regarding completion of FAFSA, recovering FSA-ID, completing financial aid forms. Counter services to students explaining financial aid status and required paperwork. Entry of comments in student record describing basis for student contact and any action completed. Targeted training may be provided for required student record updates on specified fields. May assist in workshops presented to students.	Ability to successfully interact with students in sometimes stressful situations. Computer skills in use of Microsoft Word and Excel. Ability to follow written and oral instructions. Preferred: Will have completed and entered a current FAFSA application.	To assist students with important financial aid application processing that will enable them to obtain the financial assistance they need in order to be successful and will provide information for them to complete the application independently in the future.	Provides direct assistance with form completion and explanation of the financial aid process.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M/T 8:00 am - 6:00 pm W-F 8:00-5:00 pm. Will work within student's school schedule availability	20 hrs/wk

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President/Vice-Presidents Office	Jennifer Gibson jgibson@yccd.edu (530) 661-5712	WCC	President/Vice President's Office — Building 100	Office Assistant — Greet, provide information, directions to students, faculty, and community that enter the President/ VP's office. Assists with answering phones, data entry, calendaring, facility requests, updating marque, assisting with events, filing, scanning and miscellaneous duties as needed. Must have general office and computer skills, be detail oriented, reliable, efficient, conscientious and able to work with minimal supervision. This person must be able to handle constant interruptions, while still providing good customer service. Excellent communication skills are a must due to significant interactions with prospective student/families, faculty and administration.	Basic office skills: computers, scanning, basic budgeting, etc. Knowledge of MS Office applications are preferred. Adobe Photoshop or other publishing program a plus. Required: Good customer service skills, good work ethic, courteous and trustworthy, eager and willing to add to their knowledge base and skills.	The purpose of this position is to increase the staff level of the President/ VP's office in order to provide additional support to students, faculty and the campus community, with general information, directions, etc.	They will assist in providing the necessary support to students, parents, faculty and administration.	\$11.00-	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-F 8:00-5:00 pm flexible	20 hrs/wk
Outreach & Engagement	Mariella Guzman-Aguilar mguzman@yccd.edu (530) 661-7759	WCC	Building 700 & 800	Student Ambassador - welcome and greet public at the Student Services kiosk and the Eagle's Perch student lounge; conduct campus tours for new students, schools, classes, and guests; represent WCC during college events; assist with variety of office-related tasks; assist students through the matriculation process (e.g. CCCApply application); assist with duties and tasks related to engagement events on campus; and attend weekly staff meetings and required trainings.	The mission of the Student Ambassador Program is to collectively cultivate and share the WCC experience with current and prospective students, their families, and the communities we serve.	The Student Ambassador program is dedicated to promoting the WCC mission and values focusing on student engagement, outreach, and recruitment.	Must have been a WCC student for at least 1 semester prior to applying (at least 12 units); must be able to commit to a full year of service (fall and spring); maintain a cumulative GPA of 2.5; must maintain Satisfactory Academic Progress (SAP)	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	M-Sa 8:00 - 6:00pm varies by shift, projects, and outreach needs	20 hrs/wk
Maintenance and Operations	Michael Sinn msinn@yccd.edu (530) 575-0206	WCC	Various depending on assignment	Custodial Maintenance Worker: maintain assigned rooms, buildings, equipment and grounds in a clean, orderly and secure manner; perform minor maintenance, custodial and groundskeeping functions in support of an assigned campus.	custodial experience, move furniture	Clean campus and maintenance	Make sure campus is a clean, comfortable learning environment	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	2 shifts available: Night shift: 10pm-6:30 am, Day shift: 9am-5:30pm; schedule is flexible, supervisor will work with student's schedule	20 hrs/wk
Maintenance and Operations POSITIONS FILLED	Michael Sinn msinn@yccd.edu (530) 575-0206	WCC	Various depending on assignment	Building Maintenance Worker: perform routine and emergency semi-skilled maintenance in a variety of trades on assigned buildings, facilities, furnishings and equipment; assist other trades personnell as assigned.	entry level maintenance position, painting, move fruniture, replace light bulbs, hang white boards or pictures	maintain campus	Make sure campus is a clean, comfortable learning environment	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Mon-Fri 4 hrs per day between 7am-4pm schedule is flexible, supervisor will work with student's schedule	20 hrs/wk
WCC Child Development Center	Jesus Moreno jmoreno@yccd.edu (530) 661-5773	WCC	Child Development Center	Student/Teacher Assistant: responsible for supporting the lead staff with instruction/curriculum.	Must have at least 6-12 core ECE units. Obtain pediatric CPR and First Aid by the end of the first semester of employment. Continue education and obtain and associate teacher permit by the end of employment. Have an elementary understanding of licensing and state regulations. Ability to work independently post training. Prefer, CPR and Pedatric First Aid certification.	To assist lead staff with daily instruction, learn how to effectively supervise children, maintain the health and safety in the classroom in accordance with licensing regulations, learn about the federal food program, and support cook with meal preparation, learn how to write and document state required assessments, be mentored by lead staff and receive supportive coaching.	As a student assistant, they wil receive mentoring and the skills to receive a teaching permit with CCTC. All ECE taching staff need to have experience with each of the key areas: implementing curriculum, health and safety requirements, assessment recording, and obtain the required certification.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Mon-Fri various shifts 8am-12pm, 9am-1pm, 10am-2pm, 12pm-4pm, 1pm-5pm	20 hrs/wk

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