

CCC FWS JOB LIST 2018-2019

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
CCC Student Success Center	Deanna Pierro 530-668-3693 dpierro@yccd.edu	CCC	Student Success Center, Room 115 &120	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 from an instructor. Cumulative GPA of 3.0 or higher. Demonstrate interpersonal communication skills. Current enrollment in minimum of 6 units during fall/spring; 3 units for summer.	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).	\$11.00 per hour	07/01/2018 - 06/30/2019	Monday - Thursday, 8 am - 7 pm; Friday, 8 am - 2pm.	20 hours
CCC Student Success	Elizabeth Allen 530-668-2569 eallen@yccd.edu	CCC	In the point-to-point broadcast classrooms at the student's physical campus (Colusa	Distance Education Student Assistants - Conduct daily checks of point-to-point broadcast education equipment and turn off at end of the day. Maintain communication with staff and faculty to ensure communication regarding technical issues. Maintain regular communication with faculty and staff by checking WCC student email twice a day and answering phone calls when attempting to be reached. Sign in and out of appropriate reporting system for all activities conducted within the course of this position. Assist with additional duties as needed for example covering front desk, assisting students, updating WCC website, organizing materials, uploading documents into Canvas, and performing other clerical duties.	At least one recommendation from an instructor. Patience with technology and troubleshooting. Experience using email, internet, and Canvas. The ability to follow directions and procedures carefully. A cumulative GPA of 2.0 or higher. Attend bi-weekly meeting via virtual conference (Fridays 2-3pm). Attend training the week prior to the beginning of every semester of employment. Demonstrate interpersonal communication skills and ease relating to people from various backgrounds. Demonstrate high level of responsibility, reliability, and punctuality. Current enrollment of at least 6 units as a student during all semesters of employment (only 3 required during summer session). Preferred: Experience as a student in a point-to-point broadcast class.	To support distance education faculty and students in regards to technology and communication and ensure an environment conducive to learning.	Distance education student assistants facilitate the success of point-to-point broadcast education classes, making learning opportunities available to our students at remote sites who might not otherwise be able to receive these classes. They ensure student success by aiding technical assistance and communication.	\$11.00 per hour	08/06/2018 - 06/30/2019	Work hours are Monday-Thursday, 8:30 am - 2:30 pm	10-20 hours per week

<sup>1</sup>Designated as "Community Service" for Federal Work Study purposes.

<sup>2</sup>Students 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.