



# FWS

## Job Announcement

### Priority 1

**Title of Position:** College Assistant III

**Supervisor:** Pamela Brogdon-Wynne

**Department:** EOPS

**Number of job openings:** 1

**Will schedule be arranged around student's classes?**

Yes

No

**Dates and Hours:**

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**Duties:** The Peer Advisor will be responsible for the following:

- Maintaining contact with assigned students, monitoring their academic progress and providing assistance as needed.
- Maintaining availability to all EOPS/CARE students, encouraging them to visit the EOPS/CARE Counseling and Advisement Center and providing a role model for them by displaying positive attitude towards achievement and learning.
- Determining a student's need for additional assistance and referring the student to other campus departments for EOPS/CARE as needed.
- Assisting EOPS/CARE students, or potential EOPS/CARE, with Financial Aid applications, registration procedures, class scheduling, ect.

- Answering questions, advising students of campus and/or EOPS/CARE procedures, requirements and services.
- Maintaining complete and accurate documentation and records. Collecting and compiling data related to the EOPS/CARE program and the students we serve.
- Maintaining sign-up sheets for special events.
- Attending in-service and staff meetings when scheduled.
- Performing other related duties as assigned.

**Qualifications:** Must be an EOPS student with a 3.0 GPA or above.

**Hours:**

- Up to 19 hours/week to be determined by class schedule and program need.
- Some positions may require evening hours.