



Federal Work Study

Job Description

Canyon Country Campus Administration

Title of Position:

College Assistant II

\$17.00

Supervisor/Person to Contact:

Anthony Michaelides

Anthony.Michaelides@canyons.edu

(661) 362-3253

Will schedule be arranged around student's classes? Yes ☒ No ☐

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Post flyers and announcements at different locations around the campus
- Update bulletin boards
- Greet students and staff information table
- Answer question and promote activities as well as events
- Represent the campus at events (Welcome Week, etc.)
- Support student retention efforts
- Other clerical/support assignments as needed

Job Qualifications:

- Strong communication skills to greet people, explain things, and promote activities as well as events
- Must be responsible and reliable
- Must be able to work independently as needed