



# Federal Work Study

## Job Description

Campus Life and Student Engagement – Canyon Country Campus

**Title of Position:**

College Assistant I  
\$16.50

**Supervisor/Person to Contact:**

Joanna Kelly  
Joanna.Kelly@canyons.edu  
(661) 362-3865

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

**Dates & Hours:**

Dependent on student availability and department need.

**Duties:**

- Help with front desk administrative duties that includes but is not limited to: answering phones, taking and relaying messages to appropriate personnel, data entry, selling discounted movie tickets/theme park tickets and bus passes
- Inform students of their student benefits
- Assist visitors and students with any questions they have
- Help with other duties as needed and assigned

**Job Qualifications:**

- Must have excellent customer service skills and clear communication
- Reliable hard worker who takes initiative and can work independently
- Able to follow directions well and be a good team player