



# Federal Work Study

## Job Description

### Counseling Office

**Title of Position:**

College Assistant I  
\$16.50

**Supervisor/Person to Contact:**

Brenda Clarke  
Brenda.Clarke@canyons.edu  
(661) 362-3261

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

**Dates & Hours:**

Dependent on student availability and department need.

**Duties:**

- Answering phone calls, making appointment reminder calls, sending emails and referring callers to appropriate resource and departments
- Classroom visit and tabling to advertise workshops and Counseling Office resources
- Help with other duties as assigned

**Job Qualifications:**

- Must be responsible, punctual and willing to learn new skills
- Must be able to interact comfortably over the phone and in person