



# Federal Work Study

## Job Description

Early Childhood Education (ECE) – Office Support

***Please note that you must have received an award letter that specifies that you are a recipient of Federal Work-Study from the Financial Aid Office to apply for this position.***

### Title of Position:

College Assistant I  
\$16.50

### Supervisor/Person to Contact:

Julie Keller  
Julie.Keller@canyons.edu  
(661) 362-3509

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

### Dates & Hours:

Dependent on student availability and department's needs.

### Duties:

Office support including but not limited to:

- Customer service
- Answering phones
- Filing and data entry
- Preparing documentation
- Other miscellaneous support

### Job Qualifications:

- Office experience is preferred
- TB test
- Proof of DTaP/Tdap and MRI immunizations
- Livescan

Student Employment Office

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