



Federal Work Study Job Description

International Services & Programs (ISP)

Title of Position:

College Assistant I
\$16.50

Supervisor/Person to Contact:

Tim Honadel
Tim.Honadel@canyons.edu
(661) 362-3580

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

Dates & Hours:

Dependent on student availability and department need.

Duties:

- Basic business office filing and paperwork tasks
- Small on-campus event assistance
- Front desk triage for phone and walk-in inquiries from students, community members, university officials, etc.

Job Qualifications:

- Ability to learn basic business office processes and etiquette
- Have an aptitude for details and care for accuracy
- Provide basic assistance with small event logistics
- Ability to learn how to answer inquiries by phone, email, and in-person