



# Federal Work Study

## Job Description

### Noncredit Enrollment Services

**Title of Position:**

College Assistant IV  
\$18.75

**Supervisor/Person to Contact:**

Bridget Macvittie  
Bridget.Macvittie@canyons.edu  
661-632-3722 or EXT. 3304

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

**Dates & Hours:**

Dependent on student availability and department need  
15 hours per week

**Duties:**

- Assist noncredit students with the admission and registration process in-person and over the phone
- Process admissions application and registration forms in Colleague
- Answer phones and attend to office visitors
- Maintain confidentiality
- Maintain numerical, alphabetical, subject matter record-keeping, and filing systems

**Job Qualifications:**

- Bilingual in Spanish
- Proficiency in typing
- Ability to complete work with many interruptions
- Operate a variety of standard office machines and computer equipment
- Patient, thoughtful and courteous to all students, both in person and over the phone