



# Federal Work Study

## Job Description

### President's Office

***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:

Kristina Hancock–Nishimoto  
Kristina.Hancock–Nishimoto@canyons.edu  
(661) 362–3400

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

#### Dates & Hours:

Dependent on student availability and department needs.

#### Duties:

- Basic clerical work
- Filing
- Making copies
- Mail runs
- Assisting staff as needed

#### Job Qualifications:

- Familiar with Word/Excel/Outlook
- Experience with scanning/copying (or willingness to learn)
- Ability to focus on task in a busy office environment

Student Employment Office

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