



Federal Work Study

Job Description

President's Office

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 need.

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