



Federal Work Study

Job Description

The Learning Center

Title of Position:

College Assistant I
\$16.50

Supervisor/Person to Contact:

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(661)362-3479, (661)362-3349, (661)362-3345

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

Dates & Hours:

Dependent on student availability and department need.

Duties:

- Receptionist
- Zoom Host
- Test Proctor
- Canvas Support
- Tutor (Math, Writing, or Computer)

Job Qualifications:

- Good customer service
- Attention to detail
- Good communication skills (written and verbal)
- Familiar with Microsoft Office products