



Federal Work Study

Job Description

CCC Administration

Please note that you must be eligible for Federal Work-Study to apply for this position.

Title of Position:

College Assistant II

\$17.50

Supervisor/Person to Contact:

Anthony Michaelides

anthony.michaelides@canyons.edu

(661)362-3253

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Will post flyer's and announcements at different locations around the campus
- Update bulletin boards, greet students, staff an information table, answer questions and promote activities and events
- Represent the campus at events (Welcome week, etc.)
- Support student retention efforts, and other clerical/ support assignments as needed

Job Qualifications:

- Strong communication skills to greet people, explain things, and promote activities and events
- Very responsible and reliable, who can work independently as needed

Student Employment Office

Please note that you must be eligible for Federal Work-Study to apply for this position.