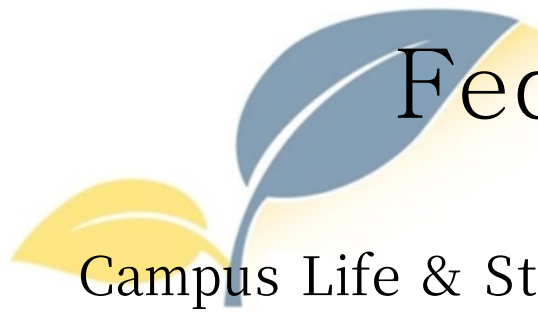




Federal Work Study

Job Description

Campus Life & Student Engagement (Valencia)

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

Title of Position:
College Assistant I
\$17.00

Supervisor/Person to Contact:
Campus Life Department
campus.life@canyons.edu

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Front counter services
- Taking ID pictures
- Selling tickets
- Assisting with events
- Organizing the office
- Assisting with ASG Business Office

Job Qualifications:

- Customer service experience
- Organized
- Experience with handling and counting cash
- Ability to learn quickly
- Enjoy working with people

Student Employment Office

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