



Federal Work Study

Job Description

Counseling

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:

Brenda Clarke
brenda.clarke@canyons.edu
(661)362-3261

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

Dates & Hours:

Dependent on student availability and department's needs.
Monday, Tuesday, Wednesday, and Thursday from 9:00 am to 5:00 pm

Duties:

- Answer phones, reminder calls, emailing, refer callers to appropriate campus resources and departments
- Classroom visit/ tabling to advertise workshops, and other department resources
- Other duties as assigned

Job Qualifications:

- Responsible
- Punctual
- Willing to learn new skills
- Able to interact comfortably over the phone and in person

Student Employment Office

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