



Federal Work Study

Job Description

Early Childhood Education(ECE) – Office Support

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:

Julie Keller

Julie.Keller@canyons.edu

(661)362-3509

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

Office Support including:

- Customer service
- Answering phones
- Filing & data entry
- Preparing documentation & other miscellaneous support

Job Qualifications:

- Office experience is preferred
- TB test
- Proof of DTaP/Tdap and MMR immunizations
- Live Scan

Student Employment Office

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