



Federal Work Study

Job Description

Foundation

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:

Shawna Mann
shawna.mann@canyons.edu / cocfoundation@canyons.edu
(661) 362-3434

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Scan documents & organize into easy to access digital files
- Prep documents for long-term storage
- Assist with organization of additional files & supplies to be kept in the Foundation office
- Occasional answering of phones
- Additional duties as assigned

Job Qualifications:

- Familiar with scanners & scanning software
- Familiarity with OnBase preferred
- Ability to organize digital and physical files according to established procedures

Student Employment Office

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