



Federal Work Study

Job Description

Intercultural Center (ICC)

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:

Esmeralda Martinez-Rosales

esmeralda.martinez-rosales@canyons.edu

(661) 362-3559

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

Assist the ICC by:

- providing student resources
- support student workshops/events by designing flyer's, social media posts, upload new material on the digital tablets
- Set up and clean up events
- Attend staff meetings
- Provide program outreach
- Support the student alliances
- Provide great customer service and front desk reception
- Other related tasks

Job Qualifications:

- Some customer service

Student Employment Office

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