



Federal Work Study

Job Description

International Services & Programs (ISP)

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:

ISP Department
isp@canyons.edu
(661)362-3580

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Assist with general office operations: front office tasks, database entries, student engagement activities
- Assist with promotion of ISP's projects and activities on social media
- Projects and research as needed when pertinent to the International Office's mission and goals

Job Qualifications:

- Proficient knowledge and skill in MS Suite
- GPA 3.0 or higher
- Ability to utilize modern tech tools, including AI, for research and presentation
- Ability and willingness to follow instructions and complete tasks on time
- Ability to speak and write in Spanish, Japanese, or Portuguese highly desired but not required

Student Employment Office

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