



Federal Work Study

Job Description

Internship Program

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:

Cynthia Nelson
cynthia.nelson@canyons.edu
(661) 362-5937

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

Dates & Hours:

Dependent on student availability and department's needs.

Duties:

- Process students forms, customer service, database management, outreach at campus events, marketing, general office and other duties as assigned
- Correspondence with students, faculty, staff and local businesses
- Monitoring & tracking student internship applications
- Establishing and maintaining records
- General office assistance and other related tasks

Job Qualifications:

- Working knowledge of personal computer systems; Microsoft office (Word, Excel, PowerPoint, Outlook) Internet, social media platforms and other related software
- Students with strong knowledge with Word & Excel
- Customer service and communication skills, most desirable
- Must be comfortable articulating program requirements to students, as well as professionalism with phone calls from general public

Student Employment Office

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