



Federal Work Study

Job Description

President's Office

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:

Kristina Hancock–Nishimoto
kristina.hancock–nishimoto@canyons.edu
(661) 362–3400

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Basic clerical work
- Filing
- Scanning
- Making copies
- Mail runs
- Answering phones and taking messages
- Assisting staff as needed

Job Qualifications:

- Familiar with Word/Excel/Outlook
- Experience with scanning/copying (willingness to learn)
- Ability to focus on tasks in a busy office environment

Student Employment Office

Please note that you must be eligible for Federal Work-Study to apply for this position.