



Federal Work Study

Job Description

Recreation Management

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

Title of Position:

College Assistant V–VII
\$21.00, \$23.50, \$26.25

Supervisor/Person to Contact:

Brittany Applen
brittany.applen@canyons.edu
(661)362–3050

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- V–VII: Organize department equipment, inventory management, attend advisory meetings
 - V–VII: Outreach and marketing for department at community and campus events C & P for contracts, manage department email account
 - VI–VII: Above plus updating the Departmental ePortfolio, regular updates on social media & assisting with Student learning Outcome Assessment
 - VII: A combination of above (social media & graphic design not required)
- Experience in backcountry settings and technical skills

Job Qualifications:

- V: Proficiency in MS Office and organization skills required
- VI: The above as well as social media and/or graphic design
- VII: The above as well as experience in backcountry settings and technical skills required to safely lead trips

Student Employment Office

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