



Federal Work Study

Job Description

The Learning Center (TLC)

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

Title of Position:

College Assistant II – Receptionist/Clerk
\$17.50

Supervisor/Person to Contact:

Alexander Halcyon
alexander.halcyon@canyons.edu
(661)362-2479

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Greet students as soon as they arrive and connect them with the appropriate TLC service
- Answer telephone calls and take messages or forward calls
- Deal with complaints or problems
- Handle incoming or outgoing mail
- Proctor exams
- Perform miscellaneous job-related duties as assigned

Job Qualifications:

- Ability to communicate effectively
- Ability to maintain confidentiality of records and information
- Basic data entry and/or word processing skills

Student Employment Office

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