

College of the Canyons Student Business Office

Job Announcement

College Assistant Cashier / Clerk

Job Description:

Responsible for processing Student Receivables, including cashiering, reviewing student accounts, posting invoices and corrections, billing, payment arrangements, conveying District policy, general office work, answering phones and assisting with projects.

Salary Schedule: \$16.75 per Hour (College Assistant IV, Range 4) With possibility of advancement

Deadline to apply for 2021 summer/ 2021 fall: Until Filled

Available Shifts:

We are looking to fill multiple shifts at both the Valencia Campus and Canyon Country Campus.

- Scheduled shifts are 3-4 hours per day.
- Depending on availability, hours range from 12 to 20 hours per week.
- We offer a variety of shifts to work around school schedules.
- Total coverage is needed on Monday thru Thursday from 9:00 AM – 6:00 PM and on Friday from 9:00 AM – 1:00 PM.

Qualifications:

- Enrolled in or completed Accounting, Finance or Business courses.
- Familiar with Microsoft Office – especially Word and Excel.
- Ability to work well under pressure.
- Ability to work in summer and fall.
- Enrolled in a minimum of six (6) units in the fall semester.
- Maintain a GPA of 2.0 or higher.
- Cashiering or Customer Service experience preferred.

Applications:

Interested candidates should submit the attached application to the Student Business Office.

- In-Person at the Valencia Student Business Office (M–W 9 AM–1 PM & Th. 1 PM – 5 PM)
- Student Business Office Drop Box – Valencia Campus (After Hours, Drop Slot located in Office Door)
- Email us at sbo@canyons.edu

Employment Application

Position: College of the Canyons, College Assistant - Student Business Office Cashier / Clerk

Applicant Information:

Name: _____ Contact Information: _____

Enrolled: 2021 summer # of Units _____ 2021 fall # of Units _____

Education: Please list enrolled or completed accounting, finance or business classes

Experience:

Company: _____ Supervisor: _____

Responsibilities: _____

Dates Employed: _____ to _____ Hrs. / Week: _____ Why Left: _____

May we contact your supervisor for a reference: Y N Contact Information: _____

Company: _____ Supervisor: _____

Responsibilities: _____

Dates Employed: _____ to _____ Hrs. / Week: _____ Why Left: _____

May we contact your supervisor for a reference: Y N Contact Information: _____

Availability: Please check all shifts and days that you would be available to work. Please note if there is a preferred shift.

Shifts	HRS	Mon	Tues	Wed	Thurs	Fri
9:00 AM - 1:00 PM	4					
11:00 AM - 3:00 PM	4					
11:30 AM - 3:30 PM	4					
11:30 AM - 2:30 PM	3					
12:00 PM - 3:00 PM	3					
12:00 PM - 4:00 PM	4					
2:00 PM - 6:00 PM	4					
2:30 PM - 6:30 PM	4					

Locations: Please indicate what location you would be available to work. Please note if there is a preferred location.

	Yes	No
Valencia Campus		
Canyon Country Campus		

Signature: _____ Date: _____