



# Federal Work Study

## Job Description

Campus Life and Student Engagement – Canyon Country Campus

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

### Title of Position:

College Assistant I

\$16.50

### Supervisor/Person to Contact:

Joanna Kelly

Joanna.Kelly@canyons.edu

(661)362-3865

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

### Dates & Hours:

Dependent on student availability and department's needs.

### Duties:

- Help with front desk administrative duties that includes, but is not limited to: answering phones, taking and relaying messages to appropriate personnel, data entry, selling discounted movie tickets/theme park tickets and bus passes
- Inform students of their student benefits
- Assist visitors and students with any questions they have
- Help with other duties as needed and assigned

### Job Qualifications:

- Must have excellent customer service skills and clear communication
- Reliable hard worker who takes initiative and can work independently
- Able to follow directions well and be a good team player

Student Employment Office

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