



Federal Work Study

Job Description

Counseling Office

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:

Brenda Clarke

Brenda.Clarke@canyons.edu

(661) 362-3261

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Answering phone calls, making appointment reminder calls, sending emails and referring callers to appropriate resource and departments
- Classroom visit and tabling to advertise workshops and Counseling Office resources
- Help with other duties as assigned

Job Qualifications:

- Must be responsible, punctual and willing to learn new skills
- Must be able to interact comfortably over the phone and in person

Student Employment Office

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