



Federal Work Study

Job Description

International Services & Programs (ISP)

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:

Tim Honadel

Tim.Honadel@canyons.edu

(661) 362-3580

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

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Basic business office filing and paperwork tasks
- Small on-campus event assistance
- Front desk triage for phone and walk-in inquiries from students, community members, university officials, etc.

Job Qualifications:

- Ability to learn basic business office processes and etiquette
- Have an aptitude for details and care for accuracy
- Provide basic assistance with small event logistics
- Ability to learn how to answer inquiries by phone, email, and in-person

Student Employment Office

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