



# Federal Work Study

## Job Description

Noncredit Enrollment Services

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

### Title of Position:

College Assistant IV

\$18.75

### Supervisor/Person to Contact:

Bridget Macvittie

Bridget.Macvittie@canyons.edu

661-632-3722 or EXT. 3304

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

### Dates & Hours:

Dependent on student availability and department need

15 hours per week

### Duties:

- Assist noncredit students with the admission and registration process in-person and over the phone
- Process admissions application and registration forms in Colleague
- Answer phones and attend to office visitors
- Maintain confidentiality
- Maintain numerical, alphabetical, subject matter record-keeping, and filing systems

### Job Qualifications:

- Bilingual in Spanish
- Proficiency in typing
- Ability to complete work with many interruptions
- Operate a variety of standard office machines and computer equipment
- Patient, thoughtful and courteous to all students, both in person and over the phone

Student Employment Office

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