



# Federal Work Study

## Job Description

President's 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:

Kristina Hancock–Nishimoto

Kristina.Hancock–Nishimoto@canyons.edu

(661) 362–3400

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

### Dates & Hours:

Dependent on student availability and department needs.

### Duties:

- Basic clerical work
- Filing
- Making copies
- Mail runs
- Assisting staff as needed

### Job Qualifications:

- Familiar with Word/Excel/Outlook
- Experience with scanning/copying (or willingness to learn)
- Ability to focus on task in a busy office environment

Student Employment Office

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