

CALIFORNIA STATE UNIVERSITY, EAST BAY
OFFICE OF FINANCIAL AID/PLANNING AND ENROLLMENT MANAGEMENT

FEDERAL WORK STUDY ON CAMPUS JOB LISTING FOR FY 2008/2009

DEPARTMENT: **FEDERAL WORK STUDY PROGRAM/CHAFEE GRANT PROGRAM/CAL GRANT PROGRAMS OFFICE/OFFICE OF FINANCIAL AID/PEM**

ADDRESS: **CSUEB - ROOM WA 545**

CONTACT PERSON: **Jan Giovannini-Hill**

EMAIL: **jan.giovannini-hill@csueastbay.edu**

JOB TITLE: **Student Assistant II or III (D.O.E.)**

EXPECTED SALARY RANGE: **\$9.00-12.50/HR**

DATE JOB(S) AVAILABLE: **July 1, 2008 to June 14, 2009**

PHONE: **510-885-3357**

JOB DESCRIPTION (Please include purpose of the job, duties and tasks to be performed, and responsibilities of the student worker.):

Federal Work Study eligible Student Assistant(s) to work in the *Federal Work Study Program/California Chafee Grant Program/Cal Grant Programs Office* within the Office of Financial Aid/Planning and Enrollment Management division. This is a very busy office dealing with the confidential assessment of student financial need as determined by specific federal and state criteria. The Federal Work Study/Chafee Grant/Cal Grant Programs Office works with on and off campus current and potential future employers of our eligible FWS students. Contracts are set up with off campus non-profit agencies, and eligible students and supervisors require continuous support of the everyday operations and specifics of the FWS Program. The FWS Program Student Assistant(s) support the details of unique payroll processes both on and off campus to monitor student earnings and federal compliance mandates of the FWS Program.

Additionally, this office monitors compliance with the state California Chafee Grant Program, and administers all financial aid need analysis aspects of this unique program for eligible students. This office also monitors the various Cal Grant Programs that CSUEB students are eligible for with the California Student Aid Commission/CSAC, and interfaces with several other CSAC financial aid programs at the state level.

The Student Assistant will be expected to assist in the everyday operations of potentially ALL of these Programs to include: office correspondence and data entry, posting jobs on job boards, maintaining bulletin boards and systems of jobs available both on and off campus, distributing printouts, upkeep of various Excel files related to student earnings, auditing earnings, and disbursements and updating monthly/annual reports for all programs; the comparison of earnings data within several tracking structures, updating mailing lists of potential future employers, running labels, copying, running errands, and other duties as assigned. This is a busy office with heavy Excel data entry needs.

DESIRABLE QUALIFICATIONS: Must have **excellent English and communication skills**. Will be working with employers, supervisors, and support staff both on and off campus; as well as, students, faculty, and administrators on campus. Must be able to work independently and will be trained on all activities expected. Accuracy, attention to detail, good handwriting, and the ability to maintain confidentiality is essential. Familiarity with IBM PC's and Windows XP environment highly desirable (especially word processing and spreadsheets, most specifically **Word and Excel skills are essential**). Students will need to complete campus required online Safety Orientation and FERPA training modules.

SPECIAL INSTRUCTIONS/DIRECTIONS: Please call (510-885-3357) and/or email **jan.giovannini-hill@csueastbay.edu** to indicate your interest; and submit your **RESUME (required)**, in advance if possible to WA545. Eligible students will be contacted and selected for interviews. Thank you so much.