

Please contact the JPC when this position is filled.



Job Order # -----

JOB PLACEMENT CENTER

ON-CAMPUS JOB SPECIFICATION FORM (Eligible AVC Students Only)

Please print or type all information and return to the JPC, Room SSV 171

DATE OF REQUEST: _____ POSTING DATES: _____ TO _____

REQUESTED BY: _____ EXTENSION: _____

DEPT: _____ DIVISION: _____

POSITION TITLE: _____ (For example: Student Worker, Student Assistant, Tutor, Desk Assistant, Special Event Aide, etc.)

NUMBER OF POSITIONS: _____ HOURS PER WEEK: _____ START DATE: _____ END DATE: _____

SCHEDULED HOURS: _____ am / pm to _____ am / pm SCHEDULED DAYS: M [] T [] W [] R [] F [] S [] and/or : _____ am / pm to _____ am / pm SCHEDULED DAYS: M [] T [] W [] R [] F [] S []

CLASS / RATE OF PAY: _____ (Figures reflect minimum wage increase effective 1/1/18) [] Class I \$11.00/hr [] Class II \$11.50/hr Class III \$12.00/hr Class IV \$_____/hr

BRIEFLY DESCRIBE THE STUDENT ASSISTANT DUTIES: _____

INDICATE DESIRED SKILLS & ABILITIES: [] _____ GPA [] Typing Test _____ WPM [] Filing Test (98% Accuracy) [] MS Office [] Computer ITS [] Cash Handling

LIST ADDITIONAL REQUIREMENTS: _____

CATEGORY OF DIVISION STUDENT ASSISTANT BUDGET TO BE USED TO FUND STUDENT EMPLOYMENT: (No account numbers are necessary on this form.)

FUNDING CATEGORY:

- [] District [] CalWORKS Work Study (CWWS) [] Federal Work Study (FWS) [] No Specific Funding Required

NOTE TO SUPERVISOR: Students may NOT work until all employment and payroll forms have been completed and verification of eligibility to work has been submitted to the Job Placement Center. The Job Placement Center staff will instruct the student assistant regarding the first day they may begin work.

IMPORTANT AVC POLICY: A student worker/assistant, tutor, desk assistant cannot work more than 20 hours per week. If a student works more than one job on campus, total hours worked for all jobs combined cannot exceed 20 hours per week.

Signature of Supervisor completing this form

Signature of VP, Dean or Director responsible for Division Student Assistant Budget indicating the appropriate rate of pay and budget/funding