

Federal Work Study Opportunity

GENERAL ASSISTANT (Foothill Theater Dept.)

This is a Federal Work-Study, On-Campus Student Position.

Only those with a 2021-22 Federal Work-Study Award Option from the Financial Aid Office are eligible to apply.

POSITION DESCRIPTION

General Job Description:

Student clerical assistants generally work in an office setting with office equipment such as telephones, faxes, computers, copiers, mail, files and public contact with students, staff or the public. At the higher levels may work with more complex software for designing materials or web pages, maintaining spreadsheet applications and/or office databases.

Specific description for this position:

This is an on-campus job for Foothill Theater Department live productions throughout 2021-2022, and, as such, is short-term for each live production. Duties include:

- Take tickets, confirming they are for the date specified.
- Guide patrons to their seats.
- Answer questions regarding bathrooms, social distancing and seating.
- Work with the box office manager to correct any problems.

Minimum qualifications:

Ability to:

- Read English.
- Be polite
- Dress in business-casual attire

The first Theater Department live production of 2021-22 is “You’re a Good Man, Charlie Brown” and will run from July 22 through August 1. Future productions to be announced.

This job pays \$15.37/hour.

HOW TO APPLY

Requirements:

To apply for this job, Foothill College must be your primary school *and* you must have already been awarded your Foothill federal financial aid for the applicable academic year.



Please **DO NOT APPLY** unless you also meet all of the following basic eligibility requirements:

1. You must be **enrolled in at least 6.0 units** at Foothill for the quarter in which you hope to begin work.
2. If you have a GPA at Foothill-De Anza Community College District:
 - Your **cumulative GPA** at FHDA must be at least 2.0.
 - Your **Quarterly GPA** for your most recent quarter of attendance must be at least 2.0 (including at least a 2.0 GPA in your most recent quarter in which you earned at least 6.0 units).
3. You must be in eligible federal financial aid standing.
4. You must have fewer than 180 attempted units at Foothill and De Anza Colleges combined.
5. You must have a Foothill **“Federal Work-Study Option”** entry in your MyPortal **Foothill College Financial Aid Award Letter** for the current academic year.
 - If you do not have this entry and believe you should, email Christine Johnson—see below. You will need to show this entry at the time of your interview.
6. Note: You must be physically in California while performing any work.

If you are interested in *and* meet the requirements for this position, email the hiring supervisor to request an interview:

Hiring Supervisor: Chris Frye

Email: fryechris@fhda.edu

In your email subject line, type: “Application for Federal Work Study Job” (then add the ***title of the position*** you are applying for).

Include the following information in your email:

- Some information about yourself (attach a resume if you have one)
- Your student ID number
- Your hours of availability for work in the current/upcoming quarter
- Your phone number, if you are willing to be contacted by phone

If you are hired, your hiring supervisor will instruct you on the next steps to becoming a Federal Work Study employee.

(If you have any questions about the process, email Christine Johnson in the Financial Aid Office (johnsonchristine@fhda.edu). Please include your student ID number.