

Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Office Assistant	
Department	ESL	Employer	Main Campus 7932 Opossumtown Pike F	
Team	CEWD	Office Location	Annapolis Hall	
Phone		Room Number	A106	Rate of Pay \$11.50
Supervisor	Kathy Green	Supervisor (other)		
Employment Beginning	Employment Ending			
Fall 2019 (Aug-Dec)	Summer 2020 (May-June 30)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

Purpose/Role within the Organization

The Office Assistant student worker assists all Adult Ed staff with office support tasks, outreach events, and on-campus student events.

Job Duties & Responsibilities

1. Provide front desk coverage as needed.
2. Assist Transition Specialist with FCPS outreach and on-campus student events.
3. Support ESL and GED program staff in developing workshops, events, and resources that enhance students' academic success, retention, and completion.
4. Assist ESL and GED program staff with projects and duties supporting the mission and goals of the ESL and GED program.
5. Other duties as assigned.

Preferred Skills & Qualifications

1. Experience as a student in the Targeted ESL program.
 2. Current or previous enrollment in academic ESL courses.
 3. Experience mentoring other students or colleagues.
 4. Experience prioritizing multiple tasks.
 5. Bilingual in English and Spanish.
 6. Proficient in Microsoft Office Suite.
- Student must have financial need based on the FAFSA*

Evaluation Procedure & Schedules 30 Day Student Worker evaluations are recommended but not required.