

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

## Federal Work Study Job Request

### Position Information

Job Title: Office Assistant -Office of the Dean, AHSS Term Requested: \_\_\_ Fall  Spring

Number of Students Requested: 1 Total Number of Hours Covered: 

10-20
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 Hourly Rate: 16.50

(Based on District Pay Schedule)

### Department Contact Information

Department Name: Arts, Humanities, and Social Sciences Building & Room Number: B-151

Name of Work-Study Supervisor: Jane Gazale

Phone Number: (619) 660-4675

Email: [jane.gazale@gcccd.edu](mailto:jane.gazale@gcccd.edu)

### Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am-6:00pm	8:00am-6:00pm	8:00am-6:00pm	8:00am-6:00pm	X	X

### Notes to applicants

Assist in an instructional dean's office where you will be supporting various academic departments, including Art, Languages, English, Ethnic Studies, etc. (Learn about our departments here: <https://www.cuyamaca.edu/administrative-services/chairs-and-coordinators/index.php>). Work in a professional setting creating materials for division/campus communication, assisting in faculty/building requests, and taking on other special projects regarding instructional operations. In this professional office setting, you will be able to work independently to complete tasks among a cooperative support system with open communication. Hours are flexible between Monday-Thursday 8:00am-6:00pm

### Job Skills and/or Experience Required

Basic computer and office equipment skills preferred

Basic Excel experience preferred/Level I

### Duties Performed

Duties would include working on special projects to assist the division, including creating simple graphics, posting handouts, and ensuring accuracy and managing various Excel spreadsheets

Jane Gazale  
Dean's/Manager's Name

1/3/2025  
Date