

FCWS – AMERICA READS (Range H07/JTC S15) – Non Exempt

GENERAL SUMMARY:

Federal work study is based on the financial need of a student that applies for federal financial aid through the Free Application for Federal Student Aid (FAFSA). It provides funds that students earn through part-time employment to help pay the cost of their educational expenses.

The America Reads/Counts Programs are reading and math initiatives, respectively, under the Federal Work Study (FWS) Program designed to expand existing literacy and math efforts to help more children increase their skills. Tutoring may be on a one to one or group basis.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Undergraduate student awarded federal work study funds in financial aid package. You must meet the Satisfactory Academic Progress standards set by DCCCD. You must be enrolled and certified in at least six hours (half time) for Fall and Spring. If attending Summer semesters, you must be enrolled in at least three hours (quarter time). You must be a U.S. citizen or eligible noncitizen. You must not have any prior institutional balance or blocks. Student must have transportation to off-campus worksites. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

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