

Santa Ana College
2021-2022 Federal Work Study Jobs

Student Job Placement Office

JSC-203 (714) 564-6201

jobplacement@sac.edu

- You must be eligible for Federal Work Study to interview for a job listed
 - Earn your Federal Work Study award by working fall and spring only (usually about 10-15 hours per week)
 - Must be enrolled at least 6 approved units and maintain satisfactory academic progress to work
- Make an appointment with the student placement office to proceed with the job process and Federal Work Study Orientation
- A particular job from the list may be filled and not available at the time you inquire
- Work schedules displayed for each job are the hours that the job may be worked
 - You will develop your individual weekly work schedule within the hours listed based on the amount of your Federal Work Study Award, availability and the department's need

Job#: 001 Career Development

ESSENTIAL FUNCTION OF THE JOB: Assist students, staff, and faculty with employment, career development, and career technical educational resources; operate computer programs and categorize resources, filing, light clerical duties, process mail, answer telephones.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Knowledge of Microsoft Office Suite, entry level office skills, basic key boarding skills and able to communicate well in English.

WORK SCHEDULE: 08:00 am – 7:00 pm, Monday – Friday

Job#: 002 Service Learning

ESSENTIAL FUNCTION OF THE JOB: Typing, data entry, answer phones, and provide students with Service Learning information and forms.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Knowledge of Microsoft Office Suite, entry level office skills, basic key boarding skills and able to communicate well in English.

WORK SCHEDULE: 08:00 am – 7:00 pm, Monday – Friday

Job#: 005 MESA, Clerical

ESSENTIAL FUNCTION OF THE JOB: Provide clerical support. Input student data and process new student applications. Call/text students to schedule student appointments and remind them of their appointment or upcoming events/workshops. Work may be accomplished by using the MESA Google Drive/Doc software.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English written and verbal communication skills, knowledge of Microsoft Office, ability to read and write effectively, ability to communicate with students professionally, and ability to understand and follow directions regarding projects related to program events/workshops.

WORK SCHEDULE: 10:00 am – 6:00 pm, Monday – Friday

Job#: 006 MESA, STEM Tutor

ESSENTIAL FUNCTION OF THE JOB: Help students with Science, Technology, Math (STEM) skills as well as tutoring in appropriate STEM classes as part of the MESA program, make phone calls to encourage student participation in tutoring, create and advertise study groups for students taking similar classes, data entry, and clerical work as needed. Work may be accomplished by using Zoom, the MESA Google Drive/Doc software as well as having the student use Cisco Jabber for calling.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Strong background in STEM classes, good English communication skills, good telephone etiquette, basic computer skills. Must have passed a college level general Math 180, physics 217, computer science 120, chemistry 219, and/or biology 211 with a grade of “B” or better and/or be enrolled or completed second level of subject (Math 185, physics 227, chemistry 229, computer science, and/or biology 212).

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Friday

Job#: 011 ART/PHOTOGRAPHY

ESSENTIAL FUNCTION OF THE JOB: Responsibilities include assistance with photography equipment returns, coordination of photography program website image usage, photography related research and editing lecture video captions.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent oral English communication skills, computer or Laptop with internet connection; a working email address, using Zoom, access to Adobe Creative Cloud Software and Microsoft Office Suite.

WORK SCHEDULE: 9:00 am – 7:00 pm, Monday – Thursday

Job#: ~~012~~ LIBRARY, REFERENCE SERVICES (no longer available)

ESSENTIAL FUNCTION OF THE JOB: Working at the Library’s reference desk to provide assistance with questions/issues with student PC’s, software, printers, and general library related questions. Monitor the use of student PC’s in the library, report computer problems to supervisor and check and restock paper in printers. Assist with group study room scheduling; student printing; cleaning monitor screens and glass top, mice and keyboards weekly. Tidy up the furniture in the computer area; monitor use of computers to prevent Internet chat rooms, online gaming and personal non-educational related computer use.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good verbal English communication skills, good people skills, proactive, willing to learn, able to follow through with guidelines and instructions, basic computer knowledge, ability to operate PC with Windows, ability to navigate the Internet, willingness to clean and maintain computer and printers, friendly professional manner.

WORK SCHEDULE: 8:00 am – 4:00 pm, Monday – Friday

Job#: 013 ART GALLERY & DEPARTMENT

ESSENTIAL FUNCTION OF THE JOB: Preparation of art galleries (2), patching, sanding, painting walls and pedestals, storage room clean up and maintenance, assist with handling of artwork, work as gallery attendant, light office work and errands. May provide art department support assisting instructors with course and classroom preparation and duties as assigned. Helping with creation of artwork labels, exhibition tiles, and any other Art Gallery office tasks needed via remote access.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent oral English communication skills to take directions for job assignments as well as for safety issues, must be able to perform disagreeable tasks when asked, ability to perform minimal physical labor without physical limitations, able to work independently, good work ethic. May need basic Office skills (Word, Excel, and PowerPoint) and interest in art. Must have Internet access/email. Computer or other device to access Microsoft programs.

WORK SCHEDULE: 10:00 am – 3:00 pm, Monday – Thursday

Job#: 014 FINE ARTS

ESSENTIAL FUNCTION OF THE JOB: Assist with maintaining inventory and minor calculations in the ceramic glaze lab. Manual labor consisting of mixing clay, glazes and ceramic slip. Maintain shop clean standards and monitor studio order.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Must have received a B grade or better in an Intro to Ceramics course or 3-D Design. Must be able to lift 35 pounds minimum and perform basic math functions.

WORK SCHEDULE: 9:00 am – 6:00 pm, Monday – Thursday

Job#: 017 Computer Science Department

ESSENTIAL FUNCTION OF THE JOB: Assisting in-person learning or remote learning via Zoom.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: A Windows PC or laptop using Zoom.

WORK SCHEDULE: 8:00 am – 10:00 am and 1:00 pm – 4:00 pm, Monday - Thursday

Job#: 018 Business Division

ESSENTIAL FUNCTION OF THE JOB: Assist with office duties: filing, photocopying, campus errands, creating spreadsheets and design flyers, answer student questions about campus and program information.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English writing skills and penmanship, Familiar with MS Office and Adobe. Needs a laptop, use Zoom, Canvas and answer emails remotely from home.

WORK SCHEDULE: 8:00 am – 2:00 pm , Monday, Wednesday, Thursday, Friday

Job#: 019 Academic Computer Lab

ESSENTIAL FUNCTION OF THE JOB: Greet and check students in and out of the computer lab; perform minor maintenance on hardware and software; assist students with Microsoft Office and Internet; filing, answer telephone.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Must be fluent in English must have completed at least two computer classes (Microsoft Office 2010 or 2013) in high school, ROP, or college; have a pleasant personality, able to get along with staff and students, good telephone etiquette, know how to file.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Friday

Job#: 021 Computer Science

ESSENTIAL FUNCTION OF THE JOB: Assist with Setting up virtual machines/networking; assist updates with virtual server and virtual lab exercises; help students with questions with technology issues, FAQs via online discussion forums and chat.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent verbal and written English communication skills to take directions for job assignments and safety issues; basic IT and networking skills; have a computer with adequate Internet access for MS Teams, Zoom, Discord,etc; Computer Information Systems major.

WORK SCHEDULE: 08:00 am – 10:00 pm, Monday – Friday

Job#: 022 Computer Science

ESSENTIAL FUNCTION OF THE JOB: Assist with Setting up virtual machines/networking; assist updates with virtual server and virtual lab exercises; help students with questions with technology issues, FAQs via online discussion forums and chat.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent verbal and written English communication skills to take directions for job assignments and safety issues; basic IT and networking skills; have a computer with adequate Internet access for MS Teams, Zoom, Discord,etc; Computer Information Systems major.

WORK SCHEDULE: 08:00 am – 10:00 pm, Monday – Friday

~~Job#: 023 Student Information Support (no longer available)~~

ESSENTIAL FUNCTION OF THE JOB: Assist with maintaining forms and data for student information support. Performs data entry, data sunsetting and data tagging for the SAC website. Collects and reports feedback from student users of campus technology and represents a student perspective of the website to the department.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent written and verbal communication skills. Ability to engage with students one-on-one and in small groups. Experience using hashtags to organize content. Knowledge of HTML or SharePoint preferred.

WORK SCHEDULE: 9:00 am – 1:00 pm, Monday – Thursday

Job#: 025 Kinesiology, Women's Basketball

ESSENTIAL FUNCTION OF THE JOB: Operate a video camera and iPad (both will be provided) in order to film practice and games, travel with the team to away games, work with the coach, edit game and practice film into specific segments, offensively and defensively, help set up gym for practice and games, officiate and run clock during practice, some general office duties as assigned including filing and computer work.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English communication skills, very reliable, must be committed and punctual, all other tasks will train.

WORK SCHEDULE: 02:00 pm – 9:00 pm, Monday – Saturday

Job#: 030 Psychology Department (no longer available)

ESSENTIAL FUNCTION OF THE JOB: Typing, filing, help organize Psychology Museum and Library.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English verbal communication skills, basic computer skills.

WORK SCHEDULE: 8:00 am – 12:00 pm, Monday – Thursday

Job#: 031 Learning Center, Clerical Possible Remote Work: No

ESSENTIAL FUNCTION OF THE JOB: Greeting students at virtual or in-person front desk; monitoring and responding to Learning Center email; If in person, all of the above plus cleaning Center, checking students into Center and providing required learning materials, filing and answering phones.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Reliable internet connection; adept at working in Zoom putting people in Breakout rooms, working with the Waiting Room feature, entering data in OneDrive; excellent English speaking and listening skills.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Saturday

Job#: 032 Learning Center, Tutor

ESSENTIAL FUNCTION OF THE JOB: Tutor individual students, academic subjects in the Learning Center (Ex., nursing calculations, pharmacy tech calculations, paralegal, physics, political science, reading, Spanish, study skills, Vietnamese, writing).

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Employment as a tutor will be dependent on approval by an instructor after the Learning Center interview; Reliable internet connection; Proficient using Zoom including sharing screen; excellent English speaking and listening skills.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Saturday

Job#: 033 Honors Transfer Program

ESSENTIAL FUNCTION OF THE JOB: Data entry, filing, answer telephone, photocopying, stuff envelopes, help with program events. Assist with recruitment and promotion of Honors Program, planning induction ceremony, creating certificates, mailing, emailing, maintaining database, going through to update database and GPAs, creating an online only databank.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English verbal communication skills; must be able to be understood clearly on the telephone, able to take clear phone messages, able to answer questions regarding the honors program once the program has been explained, basic computer skills. Laptop, working microphone and webcam, zoom, canvas, Knowledge in Excel, Word, Mail Merge, mailing documents. Hours vary and will be somewhat independent when remote. Fridays will be necessary at least once a month.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday - Friday

Job#: 034 Honors Transfer Program, Advanced (no longer available)

ESSENTIAL FUNCTION OF THE JOB: Data entry, filing, answer telephone, photocopying, stuff envelopes, help with program events. Assist with recruitment and promotion of Honors Program, planning induction ceremony, creating certificates, mailing, emailing, maintaining database, going through to update database and GPAs, creating an online only databank. Assist with processing applications and program contracts.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Must have taken and completed an honors level course with a grade of “B” or better. Good English verbal communication skills and excellent telephone etiquette. Must have previous honors program experience to answer advanced level questions regarding the program and to serve in a leadership role with peers. Must have a laptop, working microphone and webcam, Zoom, Canvas, Knowledge in Excel, Word, Mail Merge intermediate computer skills, mailing documents.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday - Friday

Job#: 036 Math Center, Tutors

ESSENTIAL FUNCTION OF THE JOB: Tutor students from Basic Arithmetic to Calculus or Statistics; perform duties related to the operation of the Math Center. If working remotely: tutors will work in the SAC Virtual Math Center. Duties will include tutoring online, hosting the Math Center online, greeting and assisting students in finding and assigning them the appropriate faculty or tutor upon entering the online platform. Tutors provided with iPads if required to work from home. Tutor will be required to work on campus or remotely as needed and assigned.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Fluent English communication skills; completion of Math 140, College Algebra, or Math 219, Statistics, with a “B” or better. Tutor will need to either have, or be willing to come to campus to check out the technology needed to perform their duties. Supervisor will assess these needs upon hiring. Tutor may be required to host Zoom sessions, which includes assigning faculty, tutors, and instructional assistants to breakout rooms with students.

WORK SCHEDULE: 9:00 am – 07:00 pm, Monday – Saturday

Job#: 037 Math; Math Center Front Counter

ESSENTIAL FUNCTION OF THE JOB: Greet students, answer telephone, work at front counter, help students with signing-in and out, data entry, and filing. If working remotely: student assistant will work in the SAC Virtual Math Center. Additional duties while working remotely may include hosting the SAC Virtual Math Center and helping students find the appropriate faculty, instructional assistant, or tutor upon entering the online platform. Will be required to work on campus or remotely as needed and assigned.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good communication skills, fluent in English; good telephone etiquette, basic computer skills, know the alphabet, able to work with faculty, staff, and students. Student Assistants will need to either have or be willing to come to campus to check out the technology needed to perform their duties remotely. Supervisor will assess their technology needs upon hiring and arrange for them to check out the necessary equipment to perform their duties remotely.

WORK SCHEDULE: 9:00 am – 07:00 pm, Monday – Saturday

Job#: 067 Academic Affairs Outcomes Assessment

ESSENTIAL FUNCTION OF THE JOB: Data entry, word processing, compile, review and cross-check data, record keeping/logging, sort and file material, operate office machines: printer, phone, copier, desktop, laptop.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good verbal English communication skills, basic computer knowledge, able to follow directions accurately, having a computer or laptop, using Zoom, Nuventive, and Canvas as needed

WORK SCHEDULE: 8:00 am – 3:00 pm, Monday – Friday

Job#: 068 Academic Affairs Curriculum

ESSENTIAL FUNCTION OF THE JOB: Typing, filing, data entry, faxing, photocopying, shredding, pick up, follow-up emails and distribute mail to faculty and staff.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good verbal English communication skills, basic computer knowledge, able to follow directions accurately, having a computer or laptop, using Zoom as needed, students will be provided the access to curriculum management system for typing or data entry.

WORK SCHEDULE: 8:00 am – 05:00 pm, Monday – Friday

Job#: 080 Counseling

ESSENTIAL FUNCTION OF THE JOB: Assist with matriculation by serving as a role model to other SAC students and helping them navigate the college setting. Help students connect and access campus resources and services via phone, email, or in person. May assist with presentations to students at local Santa Ana high schools, the Centennial Education Center, and SAC Information Booth at the local mall. Remote work will be accomplished by using Cranium Café, Zoom, Canvas, and Webadvisor to assist in Student tech support needs. Will also occasionally go on campus assisting with Digital Dons distribution and collection.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good communication skills with the ability to communicate effectively with staff and students, good computer skills, and knowledge about campus resources and services, familiar with SAC phone system, commit to participate in the program for 2 semesters.

WORK SCHEDULE: 08:00 am – 6:00 pm, Monday – Friday

Job#: 082 District Office/Accounting/Accounts Payable/Payroll

ESSENTIAL FUNCTION OF THE JOB: Scanning paper files (AP Vouchers, Journal Entries, Budget Changes, Account Request Forms, W-9 Forms, Invoices, Payroll History Items) and electronically saving and organizing electronic files/folders, filing paper copies and creating labels for folders, sorting incoming mail, mailing out vendor checks, assisting internal audit with record retention project (checking document type and dates)

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Ability to follow oral and written directions and operate office equipment such as scanner, computer and copy machine. Team-player, self-motivated, and have attention to detail.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday – Friday (Flexible Hours)

Job#: 085 Student Development/Thrive Center

ESSENTIAL FUNCTION OF THE JOB: Assist with maintaining utilization of the Thrive Center, maintain food inventory, quality control, and rotation of food supply; maintain, update, and organize the Thrive Center e-mail account. Provide quality consistent customer service. Assist with marketing and promoting the Thrive Center by giving presentations, tabling, managing social media, and assisting with creating marketing material.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Familiarity with CalFresh and other food security resources in the community; knowledge of social media platforms and social media scheduling platforms; ability to speak in public; and a passion for helping SAC campus community with basic needs.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Friday (Flexible Hours)

Job#: 210 DSPTS

ESSENTIAL FUNCTION OF THE JOB: Data entry, answer phones, operate shredder, filing and light front of desk duties, work independently, assist students who are enrolled in DSPTS with disability related accommodation support in the office and/or classroom

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good verbal/written communication skills, good interpersonal skills, good attention to details, organized. Prefer students' major to align with DSPTS.

WORK SCHEDULE: 10:00 am – 4:00 pm, Tuesday – Friday (Flexible Hours)

Job#: 206 CEC Tutorial Program

ESSENTIAL FUNCTION OF THE JOB: Provide tutoring assistance to individual and small groups of high school and/or adult students in assigned classrooms; complete and submit tutoring paperwork for record keeping purposes; work collaboratively with instructors, counselors, tutors and classified staff.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English communication skills, attend tutor training sessions and orientations, some tutoring experience preferred. Must be proficient in subject area; ability to work independently with patience and have a desire to assist students. Must be approved and referred by an instructor of course subject; ability to work well with students, staff, and faculty. Needs to have laptop or other electronic devices that can go Online. Need to install Zoom.

WORK SCHEDULE: 8:00 am – 9:00 pm, Monday – Saturday

Job#: 207 SAC ECEC, Classroom Aide

ESSENTIAL FUNCTION OF THE JOB: Under supervision, work with the Master Teacher/Teacher in preparing the learning environment for a group of 3-5 year old children and/or infant/toddlers and meeting the routine and learning needs of individual children; visually supervise children in the classroom and outdoors. May assist with food service preparation and clean up.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Maintain enrollment in 6 units of college credit classes, a current TB test and fingerprinting clearance is required. Official proof of Pertussis and Measles Vaccine or Immunity (regardless of administration date).

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Friday (Flexible Hours)