



ANTELOPE VALLEY COLLEGE

JOB PLACEMENT CENTER

ON-CAMPUS JOB SPECIFICATION FORM
(Eligible AVC Students Only)

JPC OFFICE USE ONLY

- Federal Work-Study
CalWORKs Work-Study
Non-Work Study Student
VTEA
Non-Student
Spring 2002
Summer 2002
Fall 2002

JPC OFFICE USE ONLY

Job Order No:
Date Opened:
Date Closed:
Dates Reopened / Closed:

Please print or type all information and return to the JPC, Room SSV 171, X 6358

DATE OF REQUEST: POSTING DATES: TO

REQUESTED BY: EXTENSION:

DEPARTMENT: DIVISION:

POSITION TITLE:
(For example: Instructor's Assistant, Clerical Aide, Reader, Tutor, Computer Lab Aide, Computer Tech Assistant, P.E. Aide, Special Event Aide, etc.)

NUMBER OF POSITIONS OPEN:

START DATE: END DATE: -OR- Last Day Of Semester END OF FISCAL YEAR

SCHEDULED HOURS FOR STUDENT TO WORK: AM PM to AM PM Hours Vary

SCHEDULED DAYS FOR STUDENT TO WORK: S M T W R F S

TOTAL AMOUNT OF HOURS PER WEEK:

BRIEFLY DESCRIBE THE STUDENT WORKERS DUTIE:

PLEASE LIST DESIRED SKILLS & ABILITIES:

PLEASE LIST ANY ADDITIONAL REQUIREMENTS:

CATEGORY OF DIVISION STUDENT ASSISTANT BUDGET TO BE USED TO FUND STUDENT EMPLOYMENT:

Table with 2 columns: CATEGORY, ACCOUNT NUMBER. Rows include District, Federal Work Study, and CalWORKs Work Study.

NOTE TO SUPERVISOR: Students may not work until all employment and payroll forms have been completed and verification of eligibility to work has been submitted to the Job Placement Center.

IMPORTANT AVC POLICY: Unless a student is a CalWORKs or GAIN participant, a student assistant cannot work more than 20 hours per week. If a student works more than one job on campus, total hours worked for all jobs combined cannot exceed 20 hours per week.

Signature of Supervisor completing this form

Signature of VP, Dean or Director responsible for Division Student Assistant Budget indicating appropriate rate of pay and budget/funding