



Financial Aid Office
Phone: 360-417-6390
Fax: 360-417-6395

Request for Work-study Position

Use this form to advertise an available work-study position in your department on or off-campus. Please be advised that work-study funding is limited – positions are available on a limited basis.

DEPARTMENT: Peninsula College East Jefferson County LOCATION: Port Townsend

CONTACT PERSON: Dorothy Westlund PHONE #: 360-379-5687

INTERVIEW PERSON (if different than above): _____

Check here if this job is NOT primarily located at the main Peninsula College campus:

DAYS AND HOURS NEEDED: Monday-Thursday, between the hours of 10:00 a.m.-2:00 p.m.
Approximately 8 hours per week.

JOB DUTIES: This position is split between the Learning Center and the Basic Skills classrooms.

Learning Center staffing: assist students with basic computer desktop applications and use of online classrooms and resources. Help maintain workstations and equipment. Perform other assigned duties such as inventory equipment, create signs, and enter data as needed.

Basic Skills assistant: work with Basic Skills students (a few hours each week) assisting in basic math & language arts. Help students access educational computer programs.

MINIMUM QUALIFICATIONS/REQUIRED SKILLS: Familiar with Windows XP and MS Office applications. Comfortable answering student questions and assisting in a learning environment. Willing to refer to staff with questions.

EDUCATIONAL BENEFITS OF THIS POSITION:

Some flexibility accommodating student's school schedule. Ability to develop/enhance experience with desktop computer applications and online resources. Ability to work in a service-oriented environment.

Supervisor Name (if different than contact person above)

Date

FOR OFFICE USE ONLY

JOB TITLE: Instructional/Classroom Support Tech 1

RATE OF PAY: \$14.93

Date posted: 9/4/2009

Peninsula College provides equal educational and employment opportunities, services and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities.

Peninsula College prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Section 504, Title II, and Title IX: Human Resource Officer, Human Resources office, (360) 417-6212.