

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Community Service Assistant **DEPARTMENT:** Art Inspired Institute

REPORTS TO: Work Study Coordinator **RATE OF PAY:** \$11.00/hour

LENGTH OF EMPLOYMENT

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Under general supervision of the Community Service Site Coordinator, student will work with the public

PRIMARY RESPONSIBILITY

The primary responsibility of the Community Service Assistant is to do community service within the guidelines for the government's literacy programs for infants and preschoolers.

- Provide services to a public entity within the guidelines set forth by the Department of Education Work Study Rules and Regulations.
- Participate in an orientation that includes the specific policies of the public service setting.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains open and honest communication in order to facilitate an effective, efficient work process.
- Ability to provide own transportation.
- Possess desire to work with the public.
- Ability to be dependable, punctual, prepared, and organized.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations
Rev. 06/15/2009