BARSTOW
COMMUNITY COLLEGE
Special Programs & Services

SPS Student Employee Application

Name: Student B Number:

Mailing Address:

Phone Number: Email:

Units Enrolled: Units Completed:

Graduation Year: Major:

Position Applying For:

Typing Speed (wpm)

Select all that apply: Receiving CalWORKs   EOPS Student   VA Benefits

List all previous jobs, volunteer activities, and/or skill set:
Submitting a resume with this application is strongly encouraged

Applicants Signature: Date:

SPS Student Employee Responsibilities

<u>Responsibilities:</u>

- Assist students in the completion of Student Success steps:

    Step 1: Apply to BCC

    Step 2: Apply for Financial Aid (FAFSA, California Dream Act)

    Step 3: Complete Orientation, Placement, and Education Planning

    Step 4: Register for Classes

    Step 5: Apply for Special Programs and Services

- Assist in the recruitment, retention and outreach efforts of potential Special Program students including current BCC students as well as those from local high schools and the community.

- Assist in essential office duties as needed i.e. answering and making phone calls, email correspondence, assisting students, preparing materials for print, scanning documents, checking out equipment, transporting students, note taking/scribing, distributing program services, restocking and organizing the office.

- Utilize current software programs to track student program participation i.e. Banner, Cranium Cafe, Canvas, Argos, etc.

- Assist in program sponsored events i.e. set up, decorations, clean up, etc.

- Maintain confidentiality of student records outlined in the Family Educational Rights and Privacy Act (FERPA) of 1974.

- Follow all Board Policies and Administrative Procedures, and Student Code of Conduct outlined in the Student Handbook.

- Maintain eligibility for student employment based on specific program requirements i.e. units, GPA, SAP, etc.

- Other duties as assigned.