

<b>Title</b>	<b>Classification</b>	<b>Salary Grade/Assignment</b>
Student Grounds Assistant	Student Employee	See schedule below

**HOURLY RATE Effective 4/9/19**

<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Student Employee	\$13.00	\$13.40*	\$13.70**

**Job Description:**

Under direct supervision of district employees, the Student Grounds Assistant performs supportive grounds keeping duties for an assigned area(s).

**Key Duties and Responsibilities:**

1. Performs general ground keeping, including;
  - a. Grounds clean-up
  - b. Pruning plants
  - c. Sweeping
  - d. Raking
  - e. Picking-up trash
  
2. Assists employees with athletic field maintenance
  
3. Assists employees with the tree maintenance program

**Degrees Desired:**

Varies by department

**Majors Desired:**

Environmental Studies preferred

**Job Targets Desired:**

Varies by department

**Minimum GPA:**

Varies by department

**Other Job Requirements:**

1. Enrollment:
  - a. Must maintain enrollment in 6 units Spring and Fall semesters
  - b. 3 units for summer semester throughout your employment.
  
2. Documentation:
  - a. If hired you will need to present original documents for the I-9 verifying your identity and work eligibility

- b. In addition all new hires need to present an original SS card for W-4 verification.
- c. If you are missing documentation it will delay your start date. If you have questions about the required documents please contact the Career Hub at 707-527-4329.

*\*Automatically awarded – after 200 hours*

*\*\*Requires*

- *600 hours*
- *Minimum of 1 unit of Work Experience Course*
- *Successful Evaluation with recommendation for Salary Increase by supervisor*