

# Financial Aid Work Study

**Reports To:** The Financial Aid Work Study will report to Financial Aid Staff.

## **Job Overview:**

The student will aid in administrative functions and general office duties, such as filing, scanning, duplicating, typing, preparing student folders, answering the phone and running errands. The student must be conscientious, well groomed, extremely dependable, and able to maintain confidentiality concerning office matters.

## **Responsibilities and Duties:**

- Must be customer service oriented.
- Ability to work with diverse population of student/parents and staff, in person, over the phone and through email.
- Be willing to complete basic office skills, including but not limited to:
  - Customer Service
  - Filing
  - Data Entry
  - Operate a copier, fax, scanner, etc.
- Must be dependable / reliable; ability to take initiative.
- Must have excellent verbal and written communication skills
- Follow office standards including appropriate dress code.
- Ability to work with and maintain confidential information.
- Must have a sense of humor.
- Maintain 2.0 GPA
- Be able to complete 75 hours during the semester.
- Training will be provided as necessary.