

## JOB DESCRIPTION

Source:	Federal Work Study
Department:	Financial Aid
Location:	Financial Aid
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Dianna Cooper

Duties include:

- General clerical responsibilities which include typing and filing of correspondence, forms, and records; answering phones; making copies; maintaining student files; processing incoming and outgoing mail; and assisting students on a limited basis.
- Assisting office staff with miscellaneous duties as requested.

Requirements:

- **CONFIDENTIALITY IS A MUST.**
- Prior experience is a plus.
- Ability to work with numbers.
- Willingness and ability to deal with people in person and over the phone in a pleasant, understanding, and tactful manner.
- Good organizational and communication skills required.