Financial Aid Office

Responsibilities

- Provide support to the Financial Aid staff
- General office duties including: photocopying, faxing, shredding, organizing, and filing
- Greet and assist all visitors in a warm and welcoming manner, when needed
- Comfortable answering phones, transferring calls and taking messages using proper phone etiquette, when needed
- Data entry
- Run on-campus errands (pick-up/deliveries)
- Perform other office duties as assigned

Qualifications

- Ability to maintain confidentiality required
- Dependable and good communication skills
- Friendly and outgoing personality
- Ability to follow instructions and accuracy is essential
- Ability to work independently and complete work assigned in a competent and thorough manner
- Attention to detail
- Flexibility and willingness to do a variety of tasks
- General proficiency in MS Word, Excel and Outlook