

## Student Job Description

Department: Financial Aid

Location: Grant Hall

Supervisor's Name: Gaela Schweizer

Please indicate hours/shifts available: Mondays through Fridays, 8:30 a.m. to 4:54 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Operations support for Financial Aid staff

### Duties and Responsibilities:

- Provide general support to the Financial Aid staff, which may include opening and sorting mail, scanning documents, copying, sending faxes, shredding, filing paperwork, tidying the office, and updating Admissions promotional materials.
- Greet visitors
- Data entry
- Run campus errands for Financial Aid staff
- Answer phones, transfer calls and take messages

### Qualifications for the Position:

- Ability to maintain confidentiality agreement
- Detail oriented
- Professional and pleasant attitude