

JOB DESCRIPTION

Department: Financial Aid

Job title: Student worker

Job summary:

We're seeking a proactive and detail-oriented student to join our Financial Aid team as a student worker. This role will provide an opportunity for you to develop valuable customer service, communication and administrative skills while supporting the Financial Aid office's day-to-day operations.

Note: Federal work-study award is required to apply for this position. If you're unsure of your eligibility, email [Financial Aid](#), or stop by E101.

Description of job duties:

- Assist students with filing for financial aid, answering questions related to financial aid and performing general office duties.
- Manage front-desk duties such as answering telephones, directing students and responding to emails.
- Use Excel to create reports, data entry and for use in special projects.
- Other duties as assigned.

Specific experience and skills required:

- Good communication skills, both written and verbal
- Basic computer skills, including proficiency in Microsoft Office, especially Excel
- Ability to communicate in a professional manner
- Strong attention to detail and accuracy

Licenses or training required:

No prior experience is required for this role. Comprehensive training will be provided to help develop the skills necessary to excel in this position.

Hours needed to work:

You may work up to 20 hours per week, scheduled around your classes. Up to 29 hours per week are available during breaks.