



Job Position Description

Title: Student Assistant

Department: The Office of Financial Aid

Date: 2023

REPORTS TO: Financial Aid Coordinator

PURPOSE: Student Assistant will provide Administrative and Program support within the Office of Financial Aid.

DUTIES & RESPONSIBILITIES:

- Receive and screen telephone calls and visitors.
- Scan, type labels, sort, distribute files documents and materials.
- Develop filing system for materials to be archived.
- Assist in developing and maintain office filing cabinets/systems.
- Assist in workshops and events on campus.
- Operate office equipment and personal computers

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol and procedures.
- Responsible for keeping all students/faculty and staff records that are maintained in the University Registrar's Office confidential at all times.

CONDITIONS OF EMPLOYMENT:

- Office environment, some physical lifting, bending, pulling, standing on step-stools, walking throughout the campus will be required.
- Responsible for keeping all students/ faculty and staff records that are maintained in the University Registrar's Office confidential at all times.