



Job Position Description

Title: Student Assistant

Department: Office of Financial Aid

REPORTS TO: FWS Coordinator

PURPOSE:

Student Assistant will provide administrative and programming support within the Office of Financial Aid.

DUTIES & RESPONSIBILITIES:

Provide front desk coverage as needed, respond to walk-in and telephone inquiries. Utilize the PeopleSoft System to respond to inquiries. Assist with office imaging system; assist with mailing and data entry.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

This position requires someone who is driven, detail-oriented, has excellent communication and organizational skills, able to work with minimal supervision, and familiar with Financial Aid, as well as campus services, departments and resources.

MINIMUM TRAINING & EXPERIENCE:

Office experience preferred.

CONDITIONS OF EMPLOYMENT:

- Be prepared to work immediately upon arrival. Frequent no-shows will not be accepted and can lead to dismissal from the work-study job.