

Federal Work Study Position Job Description

Student Assistant I - Office of Student Financial Aid

Position Summary:

This position provides support to the Financial Aid staff, primarily at the Financial Aid front counter.

Essential Duties:

- Must be customer service oriented. Ability to work with diverse population of student/parents and staff, in person, over the phone and through email.
- Basic office skills: customer service; filing, data entry, operate a copier, fax, scanner, etc.
- Must be dependable / reliable; ability to take initiative
- Must have excellent verbal and written communication skills
- Follow office standards including appropriate dress
- Ability to work with and maintain confidential information.

Knowledge, Skills and Abilities:

MS Office, data entry; excellent organizational skills; work as part of a team; have a sense of humor; be a self-starter

Minimum Qualifications:

Must meet criteria for Federal Work Study program.