

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Financial Assistance Student Employee  
Financial Assistance  
Wade House  
Financial Assistance Secretary  
Academic Year  
Minimum Wage  
This position offers support to the  
Financial Assistance Staff

**Principal Duties  
and Responsibilities**

Duties include answering the phone, data entry, filing, and miscellaneous duties as needed.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

Computer skills including Microsoft Office is beneficial, but not required.

**Expectations**

Students must sign-up for their hours on the first day of each block. Promptness is extremely important, as well as communication with supervisor if they are not able to show up for scheduled work hour. Confidentiality is

important!

**Working Conditions**

Excellent.

**Other**