

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**

Financial Assistance Student Employee  
Financial Assistance  
Old Sem, Second Floor  
Director of Financial Planning and  
Assistance

**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Academic Year  
Minimum Wage  
This position offers support to the  
Financial Assistance Staff

**Principal Duties  
and Responsibilities**

Duties include answering phones, 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 required

**Expectations**

Student must sign up for their hours on the  
first day of each block.  
Promptness is extremely important as well  
as communication. Confidentiality  
agreement will be required upon hire.

**Working Conditions**

Seated, with minimal standing or moving  
of things

**Other**