



**Position:** Financial Aid Student Worker

**Department:** Financial Aid

**Immediate Supervisor:** Caitlin Hinrichs

**Purpose of Position:** to assist with the reception and clerical duties of the Financial Aid office.

**Duties and Responsibilities:**

- Stock paper in copier, fax machine, and office printers
- Filing and maintaining files
- Assist receptionist with various duties including copying, answering phones, and other duties and required
- Bulk mailings
- Good people skills
- Delivery and pick up materials from other on-campus sites
- Other duties as assigned

**Qualifications/Skills Preferred:** Microsoft Word, Excel and Internet skills. Must be detail oriented, have strong customer service skills and a flexible approach to multi-tasking.

*Student workers are monitored and given feedback on an ongoing basis. Student worker schedules are based on departmental needs and student class schedules.*

**Applications for this position should be submitted to Kathie Allen in the Financial Aid Department located in RE 1200.**