

Position: Financial Aid Student Worker

Department: Financial Aid - Baldwin 2450

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 BA 2450.