Federal Work Study Position Available

Hiring Department:  *Office of Student Accounts*

Desired Start Date:  *August 2011*

Employment Hours:  *20 hrs per week*

Job Position:  *Student Accounts Work Study Assistant*

Requirements:

- Able to learn tasks quickly
- Good organizational skills
- Good communication skills
- Work well with peers
- Able to keep student information confidential
- Good time management skills

Duties:

- Utilize Banner to update account information
- Filing and scanning student records
- Assist Student Account Representatives with assigned tasks
- Operate office equipment including, ten key, copier, fax and shredder
- Basic computer program knowledge such as, Windows Office and Excel
- Able to interact with students on a daily basis and answer general questions
- Retrieve phone messages

Supervisor’s Name:  Catherine van der Linden

Contact Info:  Office of Student Accounts  
Woody Hall  
Ext. 4063

Pay Rate:  $8.00-9.25/hour based on class level and experience