

---

<b>JOB TITLE:</b>	Office Assistant - Student Worker	<b>FLSA:</b> Non-Exempt
<b>DEPARTMENT:</b>	Financial Aid	<b>STATUS:</b> Part-Time
<b>LOCATION:</b>	Main Campus - Union	<b>LEVEL:</b> Student Worker
<b>REPORTS TO:</b>	Associate Director of Financial Aid	<b>DATE:</b> 05/08/2019

**SUMMARY:** Provide assistance with scanning/linking documents, checking/shredding documents, helping students with online loan requirements, campus tours, mailings, create or input information into spreadsheets and helping in the Foundation Office, as needed.

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

Percentage of Time Frequency Description:

1. 60% Assist with scanning/linking documents and checking/shredding documents.
2. 10% Assist students with online loan requirements.
3. 10% Assist Admissions with College tours.
4. 10% Assist with mailings.
5. 5% Create or input information into spreadsheets.
6. 5% Assist Foundation Office with events, mailings, and research, as needed.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must possess excellent interpersonal communication skills in order to assist visitors and/or callers.
2. Must possess the ability to use discretion regarding student information disseminated in department.
3. Must possess a general clerical and technical work aptitude.
4. Knowledge of the internet.
5. Knowledge of computer software for word processing and database entry.
6. Must be able to work at least 10 hours per week.

**QUALIFICATION REQUIREMENTS:** *Must be a student enrolled in at least 6 hours per semester; Must have a completed FAFSA form for the current academic year.*

**COMMUNICATION SKILLS:** Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- **College:** Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices;

- **Departmental:** Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to read and interpret departmental documents.

**EQUIPMENT AND SOFTWARE:** Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. The employee is regularly required to use hands for fine manipulation using a keyboard and mouse, handle or feel and reach with hands; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

**ADDITIONAL REQUIREMENTS:** None

**POSITIONS SUPERVISED:** None

**DISCLAIMER:** *student worker and supervisor will agree upon a work schedule that does not conflict with the student's class schedule. If there are times the student is working when they would normally have class, there should be documentation on file to explain (perhaps class was cancelled). Students NEVER work in an unsupervised environment. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*