



2018 - 2019

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** Financial Aid

**Campus:** Cooper

**Supervisor:** Lorie Settles

### Contact Information:

**Name:** Lorie Settles

**Building:** Oswald

**Room:** 121

**Apply:** In person

**Brief Job Description:** Student will be responsible for filing, sorting mail, assisting with mass mailings, and helping with special projects as needed. Student may work up to 20 hours per week.

**Preferred qualifications:** Student must be dependable, detail oriented, and organized. Student must be able to alphabetize documents and files with accuracy and maintain confidentiality regarding student information. Experience with Microsoft Word and Excel is preferred. Student should be a self-starter and exhibit a strong desire to learn and grow in the position.

**Number of positions:** 2