

**Summer 2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Financial Aid

Campus: Newtown

Position Title: Financial Aid Office Assistant

Supervisor Information:

Name: Varah Barnett/Sylvia Montanez

Campus: Newtown

Building: Classroom Building

Room: 103

Phone: apply in person Newtown CB 103

Brief Job Description: Assisting the FWS Coordinator and other Financial Aid employees with filing, organization, and other special projects as needed. Will also assist students with computer lab related issues-such as FAFSA, FSA IDs, and online verifications

Preferred qualifications: Student must display excellent organizational skills, be dependable, have basic computer skills, and enjoy working in an office setting. Student must be able to alphabetize documents and file with accuracy as well as provide excellent customer service.

Number of positions: 2



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