

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Financial Aid

NAME OF WORK-STUDY SUPERVISOR: Hannah Franklin

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2008-2009 academic year (August 27, 2008 - May 6, 2009)

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

Receptionist Duties:

- Opening mail
- Filing mail
- Telephone
- Assisting students

Office Duties:

- General clerical work
- Filing
- Light typing
- Data entry

OVERALL JOB QUALIFICATIONS:

1. Computation skills
2. Typing skills
3. Computer knowledge
4. Communication skills
5. Pleasant telephone manner
6. Pleasant manner in dealing with the public
7. Attention to Detail