

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Business Office/Financial Literacy Assistant

**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:**

1. Provide light clerical support to assist in the completion of departmental projects
2. Perform filing duties
3. Assist with mail sorting, collating, and distribution-internal and external mail
4. Provide Word Processing/Data Entry support
5. Cover phones if staff is gone
6. Other misc. duties as assigned

**OVERALL JOB QUALIFICATIONS:**

1. Good attention to detail
2. Good verbal communication skills
3. Basic knowledge of computer
4. Dependability/Reliability