

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Financial Aid

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