

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Student Accounts (Accounting)

**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:**

To provide clerical assistance and support to the following:

The Student Accounts Office and Student Financial Services

Responsibilities include:

1. Customer service
2. Data entry for areas listed above
3. Assisting students and families with Student Account related questions
4. Filing
5. Provide general office support as needed

**OVERALL JOB QUALIFICATIONS:**

1. Personable with strong people skills
2. 10 key proficiency
3. Keyboarding skills
4. Basic computer knowledge
5. Accurate filing skills
6. Detail oriented
7. Self-starter