

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Accounting-Student Accounts
POSITION: Office Assistant
SUPERVISOR(S): **Daylea Ethride and Matt Hutchinson**
PURPOSE / ROLE: Assist staff with clerical duties
QUALIFICATIONS: Basic office skills, attention to detail.
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Filing student accounts receivable correspondence filing Federal Perkins Loan correspondence, checking cashier payment reports, alphabetizing, photocopying

Click or tap to enter a date.