FWS Student Assistant Job Description

<table>
<thead>
<tr>
<th>Department: Financial Aid</th>
<th>Supervisor: Veronica Peralta</th>
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<tbody>
<tr>
<td>Job Title: Student Office Assistant</td>
<td>Working Hours: Variable</td>
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<tr>
<td>Pay Level: 2-4</td>
<td>Hourly Pay Rate: $10.00</td>
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Job Summary (purpose or nature of work):

Assists the professional staff with office duties, including but not limited to, answering phones, scheduling visits, filing, basic computer work.

Job Duties:

1. Provides current, prospective students and their families with general financial aid eligibility information and assistance.
2. Assist with filing, computer entry, and other general office duties
3. Assists at special on-campus functions, including Open House and Preview Day

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Good knowledge of the campus and school
2. Financial Aid knowledge or experience
3. Excellent interpersonal skills
4. General office knowledge
5. Reliable

Type of Supervision Required:

- Direct Supervision - Student receives immediate, close and regular supervision
- General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: ___________________________ Date: ____________________

Supervisor’s Signature: ________________________ Date: ____________________