

## **Financial Aid/Student Accounts Student Worker Job Description**

### **Responsibilities:**

- Creating files and checking information
- Entering data
- Assisting with mailings
- Filing
- Tracking academic hours for reports

### **Qualifications:**

- Maintenance of confidentiality and professionalism
- Attention to detail and accuracy
- Experience with Excel preferred or ability to learn
- Dependability

This position has hours available throughout the year and can include summer and breaks.