

OFFICE OF FINANCIAL AID

POSITION: Office of Financial Aid Work Study
DIVISION: Student Services
DEPARTMENT: Financial Aid
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Amanda Howell
DIRECTOR: Donna King
VICE PRESIDENT: Regina Organ
PHONE NUMBER: 903.463.8794

HOURS per WEEK: 19

HOURS PREFERRED: Flexible until 6:00pm

JOB DUTIES:

- Front desk reception for students
- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Scan and upload documents into CAMS
- Pick up and sort mail from mailroom daily
- Copy documents as needed
- Type miscellaneous documents

SOFTWARE: MICROSOFT OFFICE WORD 2013
MICROSOFT OFFICE EXCEL 2013
CAMS

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.