

OFFICE OF FINANCIAL AID

POSITION:	WORK STUDY	FWS SUPERVISOR:	Mini Knabe
DIVISION:	Student Services	PHONE NUMBER:	903.463.8794
DEPARTMENT:	Financial Aid	DIRECTOR:	Stephanie Martin
BUILDING:	Administration Building	VICE PRESIDENT/DEAN:	Dr. Molly Harris
CAMPUS or ADDRESS:	Denison Campus	RATE OF PAY:	\$11.00 hr
		HOURS per WEEK:	19 hrs max

HOURS: M-F
PREFERRED: flexible until 6pm

JOB DUTIES:

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

SOFTWARE:

SKILLS: MICROSOFT OFFICE

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 the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:
Follow all GC Standards of Conduct as found in the Employee handbook
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust
Comply with all state and federal laws and regulations related to higher education
Maintain the confidentiality of student information and other private records
Maintains a professional appearance and professional demeanor.
Failure to do so will result in disciplinary action as outlined in the employee handbook.