POSITION NUMBER: UP00017

JOB TITLE: Student Worker I, Financial Aid Specialist 1
DEPARTMENT: Financial Aid
CAMPUS: LSC-University Park

PAY: 7.54 per/hr.
HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Financial Aid Department. Duties to include filing documents, attending financial awareness events, assisting students with completing FAFSA, and assisting with the verification process. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Mail department information
9. Maintain inventory
10. Event preparation and support
11. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing