This position will provide support to the Financial Aid Department. Duties to include filing, printing, copying, answering phones, scanning, data entry, processing confidential information, and completing or assisting with assignments issued by the FA Director and/or staff. May interact one-on-one with students.

**PRIMARY RESPONSIBILITES**

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide handouts and/or forms to customers
5. Collect and record data
6. Maintain and/or process records

**REQUIRED QUALIFICATIONS**

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

**KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

**USE OF EQUIPMENT AND MACHINERY**

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing