



Work Study Job Description Business Office

2101 14th St., Cloquet, MN 55720

Location: Business Office

Name and Classification of Position: Business Office Assistant I

Supervisor: Rose Kolodynski

Rate of Pay and Expected Hours of Work: \$10.00/hour, 10-29 hours per week*

Eligibility: Must be MN State or Federal Work Study eligible. **

Purpose and Role of Job within the College: Freeing up Accounts Receivable workload to better serve students.

Duties and Responsibilities:

- Filing
- Make copies
- Go over payment plans
- Data Entry
- Other duties as assigned

Qualifications and Required Skills:

- Reliable and friendly
- Confidentiality
- Computer skills and general office work
- Attention to detail

Specific Qualifications for Higher Job Classification:

N/A

Learning Objectives:

- Computer Skills
- Data Entry Skills
- Responsibility

After checking with the financial aid office for eligibility, interested students should email with Rose Kolodynski at rosey@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.