



# Work Study Job Description Financial Aid

2101 14<sup>th</sup> St., Cloquet, MN 55720

**Location:** Financial Aid Office

**Name and Classification of Position:** Financial Aid Assistant I

**Supervisor:** Dave Sutherland/Kathie Hill

**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:** Assist Financial Aid staff to allow more time for customer service, financial aid processing, reporting, reconciling accounts and other

**Duties and Responsibilities:**

- Scan student records into web-based filing system
- Greet students
- Assist students with FAFSA
- Data Entry
- Copy Forms
- Other Duties as assigned

**Qualifications and Required Skills:**

- Computer and general office work
- Reliable and personable
- Attention to detail
- Ambitious and eager to learn
- Possess Confidentiality

**Specific Qualifications for Higher Job Classification:**

N/A

**Learning Objectives:**

- Responsibility and reliability
- Job ethics
- Office, computer, data entry skills
- Customer service

**After checking with the financial aid office for eligibility,** interested students should email Dave Sutherland at [dsutherland@fdltcc.edu](mailto:dsutherland@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.