



Work Study Job Description Records

2101 14th St., Cloquet, MN 55720

Location: Records Office

Name and Classification of Position: Records Office Assistant I

Supervisor: Erica Gelo/Leah Toleffson

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

Eligibility: State or Federal Work Study Eligible

Purpose and Role of Job within the College: Help cover offices and/or switchboard when staff is off-campus or on breaks. Assist with customer service and general office duties.

Duties and Responsibilities:

- Phones, including switchboard
- Student/staff contact
- Scanning
- Registration
- Transcripts

Qualifications and Required Skills:

- Personable, good fit for position
- Computer literate
- Ambitious and dependable
- General Office abilities
- Confidentiality

Specific Qualifications for Higher Job Classification:

N/A

Learning Objectives:

- Customer Service
- Job Ethics
- Responsibility and reliability
- Office, Computer, Data Entry skills

After checking with the financial aid office for eligibility, interested students should email Erica Gelo at erica@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.