



Work Study Job Description Business Office

Location: Business Office

Name and Classification of Position: Business Office Assistant

Supervisor: Rose Kolodynski

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. 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.

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

Qualifications and Required Skills:

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

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](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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