



Work Study Job Description Financial Aid

Location: Financial Aid Area

Name and Classification of Position: Financial Aid Assistant

Supervisor: Dave Sutherland/Kathie Hill

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: 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

Qualifications and Required Skills:

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

Learning Objectives:

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

Interested students should email Dave Sutherland at 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](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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