College of the Desert

FINANCIAL AID STUDENT WORKER

Under the direction of the Director, Financial Aid, perform office duties in support of the Financial Aid Office; serve as receptionist for the Financial Aid Office and provide assistance to the Financial Aid function as required.

REPRESENTATIVE DUTIES

1. Serve as receptionist of the Financial Aid Office, greeting visitors and answering the telephone; provide information regarding financial aid and related programs to students and staff; assist in the proper completion of forms.

2. Perform a variety of clerical duties in support of the Financial Aid Office.

3. Receive and distribute incoming mail.

5. Prepare, distribute and mail award letters and financial aid transcripts.

6. Operate a variety of office machines and equipment including a computer and related software and financial aid systems.

7. Research financial aid records as requested.

8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; telephone techniques and etiquette; record-keeping techniques; operation of office machines including a computer and applicable software including word processing, spreadsheets and email; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Perform clerical and public contact work in support of the Financial Aid Office; answer telephones and greet the public courteously; determine appropriate action within clearly defined guidelines; operate office machines including a computer and applicable software including word processing, spreadsheets, email; communicate effectively both orally and in writing; understand and follow financial aid regulations; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; sit for an extended period of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Jobs are only available for College of the Desert Students who are enrolled in at least 6 units and maintain a 2.0 GPA for Federal Work Study Funding and at least 12 units for Alumni Work Study Funding with a 2.0 GPA.

Part Time position up to 20 hours per week.

Salary Amount: $10.00 per hour

How to Apply: Submit Resume to the Financial Aid Office: Attn: Diedre Sharpe Include your Student ID # and Job title.