

STUDENT FINANCIAL AID
PART - TIME CLERK
JOB DESCRIPTION

JOB DESCRIPTION SUMMARY:

The Financial Aid part-time clerk will assist the director and any full time employee to maintain an efficient Financial Aid Office and to perform the required duties and assignments deemed necessary to meet this goal.

JOB DUTIES:

- Answer the telephone
- Assist with filing
- Assist with typing
- Assist at the counter
- Run errands
- Assist students in filling out financial aid forms
- Use the FAX machine
- Perform other duties as assigned by the Student Financial Aid STAFF
- Keep assigned work schedule

JOB RESPONSIBILITIES:

Student Financial Aid Part-time clerks are responsible for completion of their assigned duties as well as maintenance of their working areas.

Financial Aid Office Clerk Signature

Date

Supervisor's Signature

Date