

Student Employment Job Description

JOB TITLE: Student Financial Services Office Assistant

DEPARTMENT: Student Financial Services

REPORTS TO: Financial Aid Advisor

REQUIREMENTS: Freshman preferred

- **Recommended Education/Training:** High School Diploma
- **Experience/Background/Knowledge:** Office experience preferred, Knowledge of Microsoft Office, Strong English and Math Background
- **Skills:**
 - Clerical
 - Oral and Written Communication
 - Organizational
 - Public Relations
- **Attire on the Job:** Summer and breaks casual business attire, school year MVNU dress code
- **Expectations:**
 - Confidentiality
 - Dependable
 - Detail Oriented
 - Professionalism
- **Special Requirements:** May need to lift up to 50 lbs.
- **DUTIES** (include but not limited to):
 - Filing
 - Shredding
 - Covering front desk
 - Answering and making phone calls
 - Copying
 - Entering data on computer

NORMAL WORKING HOURS and DAYS: Work assignment is from the beginning of each semester and J term. Student will work anytime between the hours of 8 to 4:30 Monday – Friday. Student will work 6 to 10 hours per week depending on the needs of the office.

Return Completed Form to Human Resources