



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2017-2018 AWARD YEAR**

1. Department:
Financial Aid Office
2. Supervisor:
Yolanda Garcia
3. Contact Number:
(916) 691-7505 Laili Naiem
4. Location/Room Number:
L-107
5. Number of Positions Available:
5
6. Please Describe the Job Duties:
Typical duties include: Working at the Financial Aid front counter to intake documents and assist students with the Financial Aid process. Help students fill out Financial Aid applications and be aware of Financial Aid policies and various deadlines. Work with various computer applications and the current document imaging system. Answer phones, file, process mail and incoming faxes, assist staff with various projects as assigned.
7. Any Specific Job Requirements or Skills Preferred (e.g. computer, filing, GPA, coursework):
Must have good customer service skills and be able to maintain confidentiality. Must be able to communicate effectively while working with a diverse student population. Ability to work comfortably in a busy office environment and to take directions from staff as well as work independently. Be able to input information accurately, be organized, and efficient. If hired, fingerprinting is required due to the confidential nature of the position.
8. List Days/Hours Needed, Unless It's Flexible:
Monday through Friday, 8:00 am - 6:00 pm