

Work-Study On-Campus Job Description

- Job Title: **Financial Aid Work Study**
- Pay Range: **\$ 18.69**
- Start Date: **ASAP**
- Quarter(s) Needed: **Fall- Spring 2023-2024**
- Hiring Department: **Financial Aid Office**
- Contact: **michael.j.curtis@seattlecolleges.edu**
- Preferred Method of Contact: **Email**
- Number of open Positions: **2-3**
- Hours needed: **Anytime between 8 AM - 4:30 PM**
- Job Duties:
 - Provide guidance and customer service in person to prospective and current students regarding financial aid.
 - Answer the main phone line, main email account, Zoom and student chat with excellent communication skills and grammar.
 - Track in documents submitted to the Financial Aid Office from prospective and current students for purposes of obtaining financial aid.
 - Provide assistance with ctcLink data entry.
 - Organize financial aid files in file room and additional paperwork in the office.
- Minimum Qualifications:
 - Ability to operate office equipment.
 - Ability to read and verify data and prepare various materials.
 - Ability to exchange information on the phone or in person.
 - Familiarity with Microsoft Excel, Microsoft Teams, Zoom, and Outlook
- Notes:
 - Preferably a long-time/ year long position

Student Financial Aid & Veterans Affairs
financialaid.central@seattlecolleges.edu
Direct: 206-934-3844



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