Work-study job description for Financial Aid Office position(s)

Job title: Financial Aid Work-Study position
Pay range: $18.69 per hour
Start date: immediate
Hiring Department: Financial Aid Office
Contact: michael.j.curtis@seattlecolleges.edu
Hours office open: M-F, 8:00am-4:30pm

Job Duties described

In-person provision of guidance and customer service to prospective and admitted students regarding financial aid

Answer counter, email, phone, and student chats using excellent communication skills

Electronically upload and store documents submitted by prospective and admitted students

Assist with ctcLink record entry

Duties as assigned

Qualifications (minimum)

Microsoft Suite, Zoom, and Outlook familiarity
Scanner usage
Ability to learn methods of electronic record keeping
Ability to read and verify data and prepare various materials