

# Feather River College Student Employment

## **JOB TITLE: Financial Aid Student Assistant**

### **DESCRIPTION:**

Under direct supervision, serve as receptionist for joint Admissions & Records and Financial Aid area and also perform a variety of clerical tasks, including file maintenance, mailings, and related duties as assigned.

### **ESSENTIAL DUTIES:**

- Serve receptionist for the Financial Aid and Admissions & Records offices. Answer basic questions including showing students and prospective students how to access and use online services.
- Provide input to the Financial Aid Communications Plan, Financial Aid Self-Service, communications pieces to improve the office's communications with students and prospective students
- Perform a variety of clerical tasks including:
  - Prepare and stuff mailings and handouts for presentations
  - File documents in student folders
  - Update tracking codes on student electronic files
- Prepare correspondence, announcements, forms, and other materials from drafts, notes or brief instructions.
- Access information and generate reports from the BANNER System.
- Operate a variety of standard office equipment such as a personal computer (Word, Excel, BANNER System), copier, fax and phones.

### **MINIMUM QUALIFICATIONS:**

#### **Basic Knowledge of:**

Office procedures and equipment;  
Organizing and maintaining files, records, logs and documentation;  
Basic computer operations and the use of word processing and other PC software;  
Basic business arithmetic and operations in Excel  
English composition, grammar, spelling and punctuation

#### **Skills in:**

Interpreting and applying procedural instructions;  
Operating personal computers;  
Effective oral and written communications;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Work effectively in an environment with frequent interruptions

### **DESIRABLE QUALIFICATIONS:**

Completion of high school and some experience working in an office environment

### **PHYSICAL CHARACTERISTICS:**

Vision sufficient to read computer screens, handwritten, and printed documents;  
Manual dexterity to operate keyboards, manipulate papers, answer phones;  
Speech and hearing to communicate effectively with individuals;  
Bending and reaching to obtain or replace files and records

### **WORK SCHEDULE:**

Ability to work 10 to 15 hours per week

**TO APPLY:**

Submit completed Student Application and Class Schedule form to the Career/Transfer Center.