

## Kishwaukee College Work Study Position

**DEPARTMENT:** Financial Aid Office

\*Note: Students are not allowed to work in more than one department at the same time.

**JOB DESCRIPTION** (Include major duties to be performed):

Answer phones and voice mail, return phone calls. Assist students at the front counter with their financial aid documents, data entry, scan documents into imaging system, assist with other projects in the office.

### **QUALIFICATIONS/SKILLS REQUIRED**

Must be: dependable, have a strong work ethic, detail oriented, thorough and accurate. Must possess strong customer service skills, have the skills to learn and adapt to changing rules/regulations and priorities. Must serve a diverse population, in a sometimes noisy environment with frequent interruptions. Must strictly adhere to the Federal Privacy Regulations (FERPA).

**NUMBER OF HOURS PER WEEK:** up to 20

**DAYS OF WEEK.** (check one):  Flexible or  Must be able to work the following days of the week: Click or tap here to enter text.

**DEPARTMENT SUPERVISOR/COORDINATOR:** Cynthia Stonesifer or Lu Mantick

**CONTACT INFORMATION:** Office, phone, email: 815.825.9328

**STUDENTS MAY ALSO APPLY TO ME DIRECTLY:** YES:  NO