

approved

STUDENT LABOR POSITION DESCRIPTION

Labor and Financial Aid
Most Recently Updated 03/08/99

Position Title: Student Aide to Financial Aid Counselor
Must work 10-15 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for an Aide to Financial Aid Counselor in the Financial Aid Department:

1. Type up loan forms.
2. Prepare a variety of forms and applications.
3. Take phone calls.
4. File.
5. Run errands.
6. Keep counselor files organized.
7. Do typing, word processing, and spreadsheets; create and maintain databases.
8. Do photocopying.
9. Do calculations for processing Stafford and College loans.
10. See that the workplace and environs are clean.
11. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
No duties beyond those described as essential above.

III. Learning Opportunities:

- A.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C.** Grounding in skills preparatory to banking.
- D.** Processes of ensuring confidentiality.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Need to have worked at Front Desk or file room in Labor & Financial Aid office for one year; excellent math skills.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student performed word processing, filing, taking phone calls, producing spreadsheets, and creating and maintaining databases; student maintained financial aid counselor files, prepared a variety of financial aid forms and calculated financial aid.