

approved

STUDENT LABOR POSITION DESCRIPTION

Labor and Financial Aid
Most Recently Updated 09/18/00

Position Title: Student Data Entry Assistant
Must work 12-15 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for a Data Entry Assistant in the Financial Aid Department:

1. Use the Banner computer system to log a variety of types of information, including awards letters and other, often confidential, information.
2. Process GRE fee waivers.
3. Enters student financial aid allocations on computer.
4. Draft budgets for Labor and Financial Aid department.
5. Maintain State-mandated grant rosters.
6. Maintain correspondence files for athletic insurance
7. Track international student deposits separately.
8. Fill out paperwork for international student grants and notify them if additional aid received.
9. Maintain a federal work study spreadsheet updated each pay period.
10. Send out awards letters to students.
11. Perform other job-related duties as assigned.
12. See that the workplace and environs are clean.

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.** How to use the Banner system in great detail.
- D.** Processes of ensuring confidentiality.
- E.** Responsibility, honesty, and integrity with sensitive information.

IV. Basic Qualifications:

- A.** General: none.
- B.** Skill: Exceptional comfort and experience with math and aptitude for it.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

- A. Prior experience with Banner computer system.

VI. Narrative Summary:

Student tracked a wide variety of confidential and budgetary information on computer, including awards letters, student financial aid allocations, and international student deposits. Student drafted departmental budgets, maintained state-mandated grant rosters, and maintained federal work study spreadsheets.