

approved

STUDENT LABOR POSITION DESCRIPTION

Labor and Financial Aid

Most Recently Updated 03/08/99

Position Title: Student Emergency Loans Associate
Must work 15 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for an Emergency Loans Associate in the Financial Aid Department:

1. Receive paperwork from students seeking emergency loans.
2. Verify ID and Social Security number of student requesting loan.
3. Ensure student does not exceed total loan amount available to him/her.
4. Keep a spread sheet log of loans made.
5. At month end, balance spreadsheet log against other record of loans.
6. See that the workplace and environs are clean.
7. Performs 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.** Develop bookkeeping skills.
- D.** Develop spreadsheet skills.
- E.** Develop ability to say "no" as appropriate to students requesting loans.

IV. Basic Qualifications:

- A.** General: Honesty, be very much a self-starter.
- B.** Skill: Solid math ability.
- C.** Physical: none.
- D.** Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student ran emergency loan program on her/his own, including receiving paperwork from students requesting emergency loans, verifying student ID and sufficient account funds, keeping a spreadsheet log of loans made and balancing loans made against spreadsheet log.