

approved

STUDENT LABOR POSITION DESCRIPTION

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

Position Title: Student Loan Clerk
Must work 15 hrs/wk.

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for a Student Loan Clerk in the Financial Aid Department:

1. Type all promissory notes and college loans.
2. Hand-carry documents to Student Accounts for signature.
3. Maintain databases of all loans and monies disbursed through loans.
4. Transfer monies into student accounts in Banner.
5. See that the workplace and environs are clean.
6. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None beyond those listed as essential above.

III. Learning Opportunities:

- A. 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.
- B. If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C. Improve computer skills, especially on the College's unified computer system, Banner.
- D. Improve bookkeeping skills.
- E. Improve math skills.
- F. Processes of confidentiality.

IV. Basic Qualifications:

- A. General: none.
- B. Skill: Good math and computer spreadsheet skills.
- C. Physical: none.
- D. Academic: none.

V. Desirable Qualifications:

none.

VI. Narrative Summary:

Student typed promissory notes and college loan forms; maintained database of all loans and loan monies; transferred monies into student accounts; and obtained official signatures on documents.

