**Job Title: Federal Work Study – Business Office**

**Department: Business Office**

**Campus: LaGrange Campus**

**Supervisor: Denise Thompson**

**JOB SUMMARY:**

The Federal Work Study will assist the Business Office Staff with filing, sorting, answering phones, and maintaining necessary paperwork and other duties as assigned

**MAJOR DUTIES:**

* General clerical duties as assigned
* Any other duties as assigned

**COMPETENCIES:**

* The ability to file
* Organizational skills
* Oral and written communication skills
* Ability to take and follow direction from supervisor

**RATE OF PAY:**

* $10.00 per hour/No benefits

**MINIMUM QUALIFICATIONS:**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application available on-line at [www.westgatech.edu](http://www.westgatech.edu)

**PREFERRED QUALIFICATIONS:**

* Ability to demonstrate proper phone techniques and etiquette with the ability to multi-task
* Proficient use of Microsoft Word, Excel, and Outlook
* Experience working with customers on the phone, via e-mail, and in person
* Ability to lift (up to 5lbs), bend and stoop on a regular basis

West Georgia Technical College

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