**Job Title: Federal Work Study – Financial Aid**

**Department: Financial Aid**

**Campus: Douglas Campus**

**Supervisor: Brandi Dawe**

**JOB SUMMARY:**

**The Federal Work Study will assist the Financial Aid Staff with answering phones, greeting students, filing, sorting, and maintaining necessary paperwork and other duties as assigned**

**MAJOR DUTIES:**

**• Greet students entering the Student Affairs office**

**• General clerical duties as assigned**

**• Any other duties as assigned**

**COMPETENCIES:**

**• Skilled in the operation of computers and job related software programs**

**• 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**

**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**

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**West Georgia Technical College**

**176 Murphy Campus Boulevard**

**Waco, GA 30182**