

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2013
Department: Financial Aid
Job Title: Student Worker
Supervisor: Chris Shaw
Extension number: 5283

Specific Experience and Skills Required:

Good computer skills, have experience in Microsoft Office and Excel.
Ability to communicate in a professional manner under high pressure conditions.

Licenses or Training Required:

None – will train student workers.

Hours Needed to Work:

Up to 20 hours a week.

Description of Job Duties:

Customer service
Answer telephones
Filing
Help students file for financial aid
Answering questions regarding financial aid
Other general office duties