

VETERAN AFFAIRS OFFICE

POSITION: Veteran Affairs - Work Study
DIVISION: Student Services
DEPARTMENT: Office fice of Financial Aid and Veteran Affairs
BUILDING: Student Life Center - Bridge
CAMPUS: Main Campus

FWS SUPERVISOR:
DIRECTOR:
VICE PRESIDENT:
PHONE NUMBER:
HOURS per WEEK: 19
HOURS PREFERRED:

JOB DUTIES:

- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Scan and upload documents into CAMS
- Pick up and sort mail from mailroom daily
- Copy documents as needed
- Type miscellaneous documents

SOFTWARE: Microsoft Office 2013
Microsoft Excel 2013

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-skills, detail orientated, telephone demeanor, excellent communication skills, professor

SPECIAL NEEDS:

EVALUATION: During finals week of each semester, Work Study Supervisors will complete evaluation, review the evaluation with the work study student, and then submit a signed copy to the Office of Financial Aid. Additionally, evaluations will be done and submitted to the Office of Financial Aid at any time during the semester that a student stops working or

Craig Greenwood

Donna King

Regina Organ

903-415-2614

Flexible until 6:00 p.m.

task, proficient computer
ial & friendly attitude