

## OFFICE OF FINANCIAL AID

**POSITION:** Office of Financial Aid Work Study  
**DIVISION:** Business Services  
**DEPARTMENT:** Financial Aid  
**BUILDING:** Administration Building  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Audrey Newman  
**DIRECTOR:** Donna King  
**VICE PRESIDENT:** Marc Payne  
**PHONE NUMBER:** 903.463.8794

**HOURS per WEEK:** 20  
(20hr MAX)

**HOURS PREFERRED:** Flexible until 6:00pm

**JOB DUTIES:**

- Front desk reception for students
- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Scan and link documents into IMAGE NOW
- Pick up and sort mail from mailroom daily
- Copy documents as needed
- Type miscellaneous documents

**SOFTWARE:** MICROSOFT OFFICE WORD 2007  
MICROSOFT OFFICE EXCEL 2007  
IMAGE NOW

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.