Department: Financial Aid Office

Department Head: David W. Martin

Department Location Building name and Room No: O'Harr Building, Room 216

Department Telephone No: 605-394-2274

Number of Positions to be filled: 1

Average number of hours per week each student would be expected to work: 10-12

Specific qualifications or experience (i.e. Computer Science majors):

The successful student employee in the Financial Aid Office is expected to be at work during their scheduled time. Otherwise, contacting our office as far in advance as possible when unable to work as scheduled due to academic, personal conflicts or illness is expected. They must also be responsible, detail oriented, accurate, able to complete tasks with a minimum of supervision and have a working knowledge of basic computer operation and Microsoft Office products (Word, Excel, Etc). Confidentiality of student information is critical and a statement regarding the requirements of the Family Education Rights and Privacy Act (FERPA) will be signed by the student.

Specific duties:

Specific duties involving general office work to include, but not limited to: operation of photocopying machine, sorting and filing documents in student aid files, computer operation, safe operation of letter folding machine to assist with mailings, maintaining and updating bulletin board used for scholarship and job openings, keeping student loan lender information stocked and notify staff when supplies run low, to run campus errands and other duties as needed or assigned by the Financial Aid Director.