



FEDERAL WORK-STUDY JOB DESCRIPTION
2022-2023

Job Title: Student Assistant

Department: Financial Aid

Name of Supervisor(s): Kathy Payne

Rate of Pay: \$ 9.00 per hour

Length of Time: Fall, Spring, and Summer

Department Description: The SCC Office of Financial Aid exists to help students secure the funds necessary to pursue their education goals at SCC through the administration and implementation of federal, state and institutional programs of financial assistance.

Job Description: Provide administrative assistance to the Financial Aid Department.

Central Campus / Hours required per week: 20

Responsibilities: Assist students with completing FAFSA's, assist with incoming mail/faxes; assist with outgoing mail/faxes; assist at the front desk when needed and any other duties they are asked to perform.

Required Qualifications: Excellent communication and computer skills.

Desired Skills: Some who enjoys working with the public.

Evaluation Procedures and Schedules: Will be determined by the supervisor

***Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.**