

STUDENT EMPLOYMENT OPPORTUNITY

X Federal Work Study Only

Date posted: 12/17/2018

JOB TITLE: Office aid **NUMBER OF POSITIONS:** 3

DEPT/LOCATION: Financial Aid Office. CCB 1106

CONTACT INFORMATION: 309/268-8020

DUTIES: Typing, filing, answering phones, assisting students with the financial aid process, assisting with the federal student loan program.

QUALIFICATIONS: Office experience preferred, attention to detail, patience, sensitivity to confidential information, strong communication and organizational skills, enjoys working with people and dependable.

Student enrolled in Math 106 or higher preferred, but not required.

LEARNING OUTCOME: Demonstrate effective written and verbal communication skills.

ESSENTIAL COMPENTENCY: C05: student communicates ethically through monitoring their behavior and interactions with others.

NUMBER OF HOURS/WEEK: 10-15 **HOURLY WAGE:** \$8.25

GENERAL WORK SCHEDULE: To Be Determined

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO THE
FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU ARE
SELECTED FOR AN INTERVIEW.**