



Position Title: Part-Time Office Assistant – Florida Work Experience Program

Job Code: 8300

Grade: C1

Reports To: Office Manager

FLSA: Non-Exempt

Job Description:

The Part-Time Office Assistant performs basic clerical and administrative support duties for the Office of Work Experience Programs.

Duties & Responsibilities:

- Assists students with completion of financial aid forms via web, paper application and through counseling
- Data entry of incoming financial aid paperwork
- Assists students with inquiries of obligations and certain registration for financial aid.
- Assists staff in all aspects of processing a student award.
- Assists with phone reception, front counter staffing, assists with verification and loan processing.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High School diploma required
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name