Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Financial Aid Office Intern</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
</tr>
<tr>
<td>Department</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Lorrie Olszewski</td>
</tr>
<tr>
<td>Work Location</td>
<td>Financial Aid Office, 2nd Floor of Pearson</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-52510-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  □ Yes  ✚ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 12 hours per week.

The student will work  ☑ Monday thru Friday  □ Saturday  □ Sunday  □ any day of the week.

Hours are available during the following times of the day: *varies, depending on student schedule and department needs*.

Department/Position Overview

The student intern will be responsible for advanced clerical and related data tasks for the staff of Student Financial Services. This is a front-line position that is responsible for answering questions regarding the financial aid process for both prospective and continuing students and families. This individual will possess knowledge of financial aid programs and requirements.

Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☐ Work efficiently and accurately without immediate supervision

☐ Experience with Reason and/or web page maintenance is highly desirable and maintenance of Facebook page.

☐ Updating and maintaining Perkins and Beloit College Loans for student borrowers via the UAS software/website.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Powerfaids, Jenzabar, Microsoft Word & Excel.**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Previous work experience in financial aid**