

Federal Work Study Position Announcement

Supervisor: Katie Dockery

Position: Office Assistant

Department Location: Financial Aid Office
Harper Building

Purpose of Program: To assist college students in a degree-related field to gain knowledge and experience they can apply to their career path, as well as allowing them to earn extra income while obtaining an education.

Qualifications: Applicant must be in a degree related program of study at TCCC. Applicant will assist with tasks to ensure adequate and prompt processing of students financial aid applications, registration periods and clerical duties related to student records. They must possess good communication skills, typing skills, and records management skills. Applicant must be proficient in Microsoft Word, Microsoft Excel, and Microsoft Publisher. Applicant must be willing to sign an agreement of confidentiality concerning work-study related duties.

Responsibilities: Creating, updating, and maintaining the filing system; Copying various documents to be used in all students' files; Use various computer programs to process mail merges, create memos, letters, forms, flyers and other correspondence sent to students; Manage and direct incoming student traffic; Perform other duties as requested by the Financial Aid office personnel.

Anticipated Hiring Date: August 15, 2022 - May 3, 2023

Application Deadline Open until filled

Rate of Pay: \$13.00/Hour

Hours Per Week/Month: Maximum 60 hours monthly

Contact Person: **Katie Dockery**
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To be eligible for this position, the student must be currently enrolled in at least 6 credit hours. In addition, all applicants must apply for financial aid by completing the 2022-2023 FAFSA form.