

# Work Study Job

Job Title:	VA FA Office Assistant	Department:	Offices of Financial Aid/Veterans Services (RSB)
Hourly Rate:	\$ 19.97	Supervisor:	Arron Kong

## Job Description

### Role and Responsibilities

Assist with confidential office support within the Financial Aid Office and the Office of Veterans Services. Other duties as assigned.

#### Duties:

- Greet and direct visitors who visit the RSB Lobby
  - including staffing the Information Desk, Financial Aid Walk-In Desk and the VA Walk-In Desk
- Assist with intake of emails and voicemail
- Track in and download student documents
- Create, organize, and use Excel worksheets for various projects
- Write and send letters to students using templates
- Maintain and update forms
- Assist staff with data entry
- Work closely with military connected students...

### Educational Benefits

This position will provide work study students with experience in a professional work setting to gain administrative customer service-related experience.

- Growth in Microsoft Office Suite
- Interpersonal communication skills
- Working with diverse populations

### Preferred Skills

- Strong Customer Services Skills
- Email and Phone etiquette
- Attention to detail
- Project coordination
- Event planning
- Research

#### Additional Information:

**Please send a resume when you send your interest email to inquire about position.**

NOTE: Work Study students must be enrolled at South Seattle College in a minimum of 6 credits.

Work hours per week will depend on the student's Financial Aid Work study award for the quarter.

Applications Accepted By:

**Email:**

Arron.kong@seattlecolleges.edu  
Subject Line: VA FA Office Assistant Position

**Mail:**

South Seattle College  
Financial Aid/Veterans Services (RSB)  
6000 16<sup>th</sup> Ave SW  
Seattle WA, 98106

**Phone:**

206-934-6702