

Work Study Job

Job Title:	Office Assistant	Department:	Financial Aid
Hourly Rate:	\$21.30	Supervisor:	Arron Kong

Job Description

About Financial Aid

South Seattle College's Financial Aid Office works to support equity and to increase opportunities by helping students seek, obtain, and understand all financial resources available to them. The Financial Aid Office provides information on student aid eligibility, types of aid available, and policies and guidelines for federal, state and institutional programs.

Role and Responsibilities

Office Assistant will respond to student inquiries via email, phone, and in person to connect students with funding resources while maintaining confidentiality and FERPA guidelines. Training and direction will be provided.

Office assistants will also perform special projects such as scanning, filling, assisting with data entry, and helping provide support in creating documents that speak to the voice of the student.

Other duties as assigned.

Educational Benefits

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

Students will gain an intro to federal regulations, FERPA, FAFSA and WASFA processing, and interpreting rules around federal, state, and other student aid funding sources.

Students will have hands-on opportunities to increase experience with Microsoft Office software.

Preferred Skills

- Comfortable working with a diverse population
- Strong communication skills
- Attention to detail
- Proficiency with Microsoft Office Suite (Outlook, Word, Publisher, Access, Teams)
- Must be comfortable with digital communication and online/remote platforms

Additional Information:

Please send a resume, cover letter, and student ID number FinancialSouth@seattlecolleges.edu to apply for the 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:

FinancialSouth@seattlecolleges.edu
Subject Line: Work Study Position

Mail:

South Seattle College
Financial Aid Office
6000 16th Ave SW
Seattle WA, 98106

Phone:

206-934-6707