



FINANCIAL AID

Student worker

We're seeking a proactive and detail-oriented student to join our Financial Aid team as a student worker. This role provides an opportunity for you to develop valuable customer service, communication and administrative skills while supporting the Financial Aid office's day-to-day operations.

Federal work-study award is required to apply for this position. If you're unsure of your eligibility, email [Financial Aid](#), call 309.341.5283, or stop by E101.

Description of job duties

- Assist students with filing for financial aid, answering questions related to financial aid and performing general office duties.
- Manage front desk duties, such as answering phones, directing students and responding to emails.
- Use Microsoft Office, including Excel, to create reports, data entry and for use in special projects
- Other duties as assigned.

Specific experience & skills required

- Good communication skills, both written and verbal.
- Basic computer skills, including proficiency in Microsoft Office, specifically Excel.
- Ability to communicate in a professional manner.
- Strong attention to detail and accuracy.

Licenses or training required

No prior experience is required for this role. Comprehensive training is provided to help develop the skills necessary to excel in this position.

Hours needed to work

Students may work up to 20 hours per week, scheduled around classes. Up to 29 hours per week are available during breaks.