

**JOB ANALYSIS  
CSC WORK STUDY PROGRAM**

Department: Financial Aid  
Job Title: Student Worker  
Supervisor: Maddison Foster

**Specific Experience and Skills Required:**

Good computer skills, have experience in Microsoft Office and Excel.  
Ability to communicate in a professional manner under high pressure conditions.

**Licenses or Training Required:**

None – will train student workers.

**Hours Needed to Work:**

Up to 20 hours a week.

**Description of Job Duties:**

Customer service  
Answer telephones  
Filing  
Help students file for financial aid  
Answering questions regarding financial aid  
Other general office duties