

## **Federal Work Study - General**

### **Position Description**

#### **Education:**

Current student enrolled in courses at Methodist College. They must also have completed a Free Application for Federal Student Aid (FAFSA) at [ww.fafsa.ed.gov](http://www.fafsa.ed.gov) to become eligible for College Work study. The student must not be on academic probation.

#### **Experience:**

Must be organized, have good customer service skills, be self-motivated and able to multi-task. Data entry skills, organizational skills, ability to operate a wide variety of copy related equipment, moderate to heavy listing, basic math skills and ability to follow written instructions accurately are required. Capable of using computers and Microsoft Office 2010, ability to work within an office setting, customer service and communication skills, pays attention to detail and ability to meet deadlines also required.

#### **Responsibilities:**

- Operate copiers, staplers and binding equipment.
  - Answer phones and assist faculty and staff.
  - Greet and assist visitors to departments.
  - Picking up mail, creating and posting flyers as requested.
  - Making copies, scanning and faxing.
  - Filing.
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- Other duties as assigned or required.

#### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

#### **COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.

