

Student Worker Position Description
William Jewell College
2019-20 Academic Year
New Opening Fall 2019
Posting Date Aug 2019

OFFICE OR DEPARTMENT: Financial Aid

CONTACT PERSON: Ashlea Buntin **EMAIL:** buntina@william.jewell.edu

JOB TITLE: Default Prevention Assistant

JOB DESCRIPTION: The Default Prevention (DP) Assistant will assist Financial Aid personnel with filing, document imaging and other clerical needs. The DP Assistant will assist with importing and archiving documents into Etrieve, and will assist with maintaining all sources of social media. The DP Assistant will also work with prospective, current, and past students on a peer-to-peer level with basic financial literacy, as well as assist with default prevention initiatives and student loan repayment outreach.

NUMBER OF HOURS PER WEEK: 8-10

WORK DAY SCHEDULE: Day

SEMESTER(S) OF EMPLOYMENT: Fall, Spring terms

WAGE RATE:

- X \$8.60 [FY or SO rate]
- X \$8.85 [JR or SR rate]

REQUIRED SKILLS:

<input checked="" type="checkbox"/>	Answer phones	<input type="checkbox"/>	Grounds/landscaping	<input type="checkbox"/>	Statistics
<input checked="" type="checkbox"/>	Ability to work in office setting	<input checked="" type="checkbox"/>	Interpersonal skills	<input type="checkbox"/>	Theatre/Stage Production
<input type="checkbox"/>	Ability to do physical labor	<input type="checkbox"/>	Inventory	<input checked="" type="checkbox"/>	Time management skills
<input type="checkbox"/>	Accompanist	<input type="checkbox"/>	Lifeguard Certification	<input type="checkbox"/>	Tutoring
<input checked="" type="checkbox"/>	Clerical/filing	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Typing/data Entry
<input checked="" type="checkbox"/>	Computer skills	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Sales
<input checked="" type="checkbox"/>	Customer Service	<input checked="" type="checkbox"/>	Research	<input type="checkbox"/>	Video/audio/sound technical skills
<input type="checkbox"/>	Custodial	<input type="checkbox"/>	Science knowledge to assist lab	<input type="checkbox"/>	Web page design
<input checked="" type="checkbox"/>	Effective Communication	<input type="checkbox"/>	Sports Information	<input type="checkbox"/>	

Other, please specify:

Additional Information: This position requires a high level of confidentiality, attention to detail and accuracy in spelling and data entry. Office experience is helpful. Students' work schedules are determined by working around class schedules and occur during regular office hours. Prefer to train students who would like to keep the same position over the course of their college career. The ability/availability to work during breaks, if possible (i.e., Fall and Spring breaks, Semester break in January, and Summer break—May through August) is beneficial but not required.