

# ***DRURY UNIVERSITY JOB DESCRIPTION***

**JOB TITLE:** Office Assistant

**DEPARTMENT:** Financial Aid

**DATE:** August 9, 2013

**SCHEDULE:** Available hours: M-F

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Director of Financial Aid

**JOB FUNCTION:**

Supports financial aid office by performing general to specific duties, such as scanning and data entry.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

|    | <b><i>Percentage<br/>Of Time</i></b> | <b><i>Frequency</i></b> | <b><i>Description</i></b>  |
|----|--------------------------------------|-------------------------|--|
| 1. | 50%                                  | Ongoing                 | Provides the support functions of the Financial Aid Department by assisting the Director and Coordinators to support the flow of verification, appeal, loan, and scholarship paperwork.                                      |
| 2. | 25%                                  | Ongoing                 | Uses ImageNow software to scan confidential information such as tax information, verification forms, appeals, advisor correspondence, scholarships, loan information, as well as other documents required in the department. |
| 3. | 25%                                  | Ongoing                 | Supports the Director and Coordinator by performing specific to very general data entry duties.  |

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to be dependable and prompt.
2. Must have a good attitude
3. Must maintain confidential information inside the office.
4. Ability to type accurately.
5. Ability to use a personal computer to prepare and maintain information.
6. Ability to learn multiple software applications.
7. Ability to understand and interpret instructions for accurately completing work assignments.
8. Attention to detail is necessary in order to maintain accurate financial aid files.
9. Must possess analytical skills.
10. Interpersonal skills for assisting other staff members, students, and other visitors.
11. Ability to organize and prioritize workload efficiently and in a timely manner in order to complete job responsibilities.
12. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
13. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision.