

Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Office Assistant	
Department	Admissions	Employer	Main Campus 7932 Opossumtown Pike F	
Team	Learning Support	Office Location	Admissions	
Phone	3018462468	Room Number	J200	Rate of Pay \$11.50
Supervisor	Lisa Freel	Supervisor (other) email	jfiller@frederick.edu	
Employment Beginning	Employment Ending			
Summer 2019 (July 1- Aug)	Summer 2020 (May-June 30)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

Purpose/Role within the Organization

Support Admissions Office recruitment and outreach efforts, office support, and campus tours.

Job Duties & Responsibilities

- Assist with Admissions Office with daily mailings of acceptance letters and prospective student mailings.
- Assist with general office duties for the Admission office staff.
- Lead Campus tours for prospective and new students
- Assist with data entry of prospective student information in Peoplesoft and scanning
- Assist with Recruitment/Marketing events on campus
- Assist with student walk-ins, front greeter and lab support

Preferred Skills & Qualifications

1. Students must have need as determined by the financial aid process.
2. Computer/MicroSoft word experience
3. Excellent customer service skills
4. Reliable
5. Flexible

Student must have financial need based on the FAFSA

Evaluation Procedure & Schedules 30 Day Student Worker evaluations are recommended but not required.