



**FEDERAL WORK-STUDY JOB DESCRIPTION
2022-2023**

Job Title: Student Assistant

Department: Business Office

Name of Supervisor(s): Becky Durham

Rate of Pay: \$ 9.00 per hour

Length of Time: Fall, Spring, and Summer

Department Description: The Business Office is committed to offering student support in meeting their financial obligations to SCC while servicing in an environment of equality, responsibility, and dignity.

Job Description: Provides administrative support to the Business Office.

Central Campus / Hours required per week: 20

Responsibilities: Maintain physical and electronic filing. Will serve as a back-up cashier when needed, and other duties as assigned.

Required Qualifications: Good computer skills, excellent communication skills, and the ability to work well with others.

Desired Skills: Student enrolled in the Accounting Program

Evaluation Procedures and Schedules: Will be determined by the supervisor

***Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.**