



Federal Work Study Position Description

Position Title:

Work Study - Records and Registration

Supervisor Name:

Beth Holland

Department:

Records and Registration

Supervisor Phone Number:

828-726-2712

Physical Job Location (room/building):

Records Room - F building

Approximate Hours Per Week:

20

Position Requirements

This federal work study position requires an individual who is detail oriented and capable of both written and oral communication with faculty, staff and students.

Primary Job Duties

The federal work study student will be required to assist in the Records/Admissions/Financial Aid offices by filing, scanning documents, answering multi-line phone system and additional light office duties as assigned.