



Caldwell Community College and Technical Institute

Financial Aid Office • Phone: 828-726-2713 • Fax: 828-726-2709

Federal Work Study Position Description

Position Title:

Work Study - BUSINESS OFFICE SUPPORT

Supervisor Name:

Rashelle Penley

Department:

Financial Services

Supervisor Phone Number:

828-726-2218

Physical Job Location (room/building):

A-115

Approximate Hours Per Week:

15

Position Requirements

This federal work study position requires an individual who is detail oriented and capable of both written and oral communication with staff and students. Adhere to confidentiality guidelines.

Primary Job Duties

The federal work study student will be required to assist in the business office by filing, scanning documents, and additional light office duties as assigned.