

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Counseling & Higher Education
POSITION: Student Worker
SUPERVISOR(S): Wendy Lane, Office Manager & Dr. Richard Roberts, Department Chair
PURPOSE / ROLE: Assist in office, as needed
QUALIFICATIONS: Attention to detail, computer proficient (Excel, Word, Publisher), able to multitask and work independently
ACADEMIC YEAR: 2022-2023
CONTRACT DATE: August 22, 2022 through May 05, 2023
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

SIGNATURE: _____ **DATE:** 12/3/2020

EASTERN ILLINOIS UNIVERSITY
OFFICE OF FINANCIAL AID AND SCHOLARSHIPS, 600 LINCOLN AVENUE, CHARLESTON, IL 61920
TELEPHONE 217-581-6405 FAX 217-581-6422 EMAIL FINAID@EIU.EDU