

Work Study Job Description

Job Title	Financial Aid Office Assistant
Organization Name	Bellevue College
Job Location	Bellevue
Address	3000 Landerholm Circle SE Bellevue WA 98007
Pay Rate	\$10.25 - \$10.25
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Shantii Alas
Phone Number	4255642231
Email Address	shantii.alas@bellevuecollege.edu
Website	http://bellevuecollege.edu/

Nature of Organization
Bellevue College/ Financial Aid Office
Duties and Responsibilities
Filing; using FAM to track documents and scanning them; mailing letters; assisting financial aid advisors with special projects
Minimum Qualifications
some computer skills; willingness to work with others; able to multi-task; able to work with minimum supervision
Educational Benefits
improve the following skills: computer; communication; organization. gain experience in how to work in an office environment
How to Apply