

## **Business Office**

**Posting Date:** 8/8/2023

**Classification:** Work-study – Scanning/File Clerk

**Description:** Filing, pick-up mail and deliver to office personnel, scan documents, mail checks, store documents at the end of the fiscal year and other assigned duties.

**Qualifications:** Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

**Pay Rate:** \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

**Application Deadline:** Open until filled

**To Apply:** To schedule an interview, please contact Amy Solano at 575-492-2773.