KANSAS STATE UNIVERSITY | Office of Student Financial Assistance

2019 - 2020 Federal Work Study Position Description

Return this completed form to: 104 Fairchild Hall | 1601 Vattier Street, Manhattan, KS 66506-1104 | Office 785-532-6420 | Fax 785-532-7628 | Website ksu.edu/sfa | Email finaid@ksu.edu

Before a student employee may receive earnings subsidized by Federal Work Study, this form must be completed and submitted to the Office of Student Financial Assistance. This requirement assists the University in meeting guidelines published by the U.S. Department of Education.

Student, Willie Student Employee Name (Last, First, MI)	123-45-6789 Student Employee Wildcat ID
Peer Advisor Student Employee Job Title (e.g. Lab Tech, Peer Advisor)	$7.25 / hour Rate of Pay (e.g. $7.25/hour)
Office of Student Financial Assistance Department Name	104 Fairchild Hall Department Address
Supervisor, Willie Supervisor Name (Last, First)	willie@k-state.edu Supervisor E-Mail

Anticipated Employment Dates: (check all that apply)
☑ Fall 2019 ☑ Spring 2020 ☐ Summer 2020

General Qualifications Required for Position: ***Attachments will not be accepted.**

- High ability to work with public on daily basis (students, parents, future students).
- Must be able to maintain a high degree of confidentiality regarding all work.
- Strong attention to detail is extremely important.
- Need a high level of problem solving skills.

Description of Position Duties and Role of the Position within the Department/Unit: ***Attachments will not be accepted.**

The role of this position is to provide quality client service to students and families regarding scholarship and financial aid at Kansas State University. The duties and responsibilities of this position include but are not limited to:
- Answer inquiries by email, phone, and at the OSFA front desk regarding K-State scholarships and financial aid information.
- Represent OSFA at browsing sessions during recruitment events for prospective students.
- Know general date (deadlines) – Scholarships Deadlines, FAFSA Priority Date, Term Dates and general time lines for aid processes.
- Serve as the reception person at the front counter and on phones.
- Know priority dates for the K-State scholarship application, FAFSA, academic term beginning and ending dates, and time line for scholarship and financial aid process.
- One-on-one counseling, in person and over the phone to assist students and parents in the completion of the FAFSA, office forms and applications, U.S. Department of Education procedure and forms.
- Provide information about financial aid requirements and policies, and referring students and parents to office staff as appropriate.
- Assist in the processing of financial aid files and forms.

For reporting purposes only, please indicate below if this position meets any of the three criteria listed

☐ **Community Service** – position is designed to assist in the improvement of the quality of life for community residents in such fields as rural development, community improvement, public safety, crime prevention/control, emergency preparedness/response, health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, and support services for students with disabilities.

☐ **Family Literacy Project** – position is designed to perform literacy activities as part of one or more family literacy projects that provide services to families with preschool age children or elementary school children – OR – designed to serve as a reading tutor for children who are preschool age or in elementary school.

☐ **Research** – position is designed to conduct and/or support research within an academic field of study.

Acknowledgement Statement: Subsidization of student employee's earnings with Federal Work Study funding will begin the following pay period after this form has been processed by the Office of Student Financial Assistance. Supervisor of the student employee is responsible for ensuring that the student is not working during periods of time that conflict with scheduled course instruction/exams.

Supervisor or Sponsoring Dept./Office Signature Date