



- Demonstrated proficiency in word processing, spreadsheets, data entry, or database management;
- Strong written and verbal communication skills;
- Ability to maintain complex filing systems and records;
- Excellent analytical problem solving skills;
- Demonstrated ability to prioritize multiple tasks and work independently;
- Skill in facilitating and modeling quality customer service;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Ability to work effectively with ethnic, cultural and diverse student population;
- Experience in an accounting or financial aid environment is preferred.

### Work Conditions

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).
- May require long periods of standing.

### Special Requirements

- Ability to work a flexible schedule including evenings;
- Ability to work under stress;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and leveure tprinr83( )-11(pr)7(i)s/TT2pri ee responsibilities, duties, skills an physical demands required of personnel so classified.