

<b>Department:</b>	Financial Aid
<b>Position Title:</b>	Student Worker
<b>Reports to:</b>	Shelby McClain

**Minimum Qualifications:****Duties and Responsibilities:**

Students will mostly be filing, sorting documents, and packaging mail. Student will be working with sensitive data and must be trustworthy. Student may need to retrieve and/or transport files to our file storage room on the third floor.

**Environmental and Working Conditions:**

Normal environment found in an educational setting.

**Physical Demands and Aptitudes:**

Able to lift 5 pounds on a regular basis and 20 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel. **(change according to position type)**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This job description is not intended to be and should not be construed as an "all inclusive" list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Brenau University reserves the right to modify, add, or remove duties and assign duties as necessary. By signing this job description, I am agreeing that I am willing and capable of performing the above outlined duties*