



National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
Name of Position:	FWS – Holistic Research Center Program Officer	Desired Start Date:	2/1/2021
Dept. Student will be Employed	Holistic Research Center	Duration (e.g. July 201x-Jan 201x)	6/30/2021
Location Where Student Will Work (physical address)	Online	Amount of Grant	
Students Supervisor	Zvi Bellin	Rates of Pay	\$14-\$16 Per Hour
Supervisor Contact Information (email, phone)		Approximate Hours Per Week	Max 20 Hours per week
PCN		Prepared Date	1/29/2021

Position Summary: Please provide the purpose/role of the position within the organization;

The Federal Work Study position is a part-time, student worker opportunity with National University. The Student will provide general support and assistance to their selected department and will work on special projects as assigned and in alignment with the student’s stated interests and career goals

Essential Functions: Please provide general duties and responsibilities associated with the position and how they relate to the purpose/role; Volume 6—The Campus-Based Programs, 2017–2018 6–46 FSA HB August 2017 Glossary CFR DCL.

- Performs routine general duties as assigned, including office management, filing/documenting paperwork related to student interactions, and other related duties.
- Manages the incoming data input process and verifies that all information is keyed accurately and in a timely manner.
- Provide daily support to team members.
- Managing reimbursement forms and receipts
- Coordinating financial and human resources documents
- Research coordination assistance
- Event planning and management (booking speakers, food, talent, etc...)
- Assist with social media, marketing, and documentation (taking photos, creating blog content, etc)
- Coordinate HRC marketing plan and help with grant writing
- Office hours **ONLINE**



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Requirements:

- Must be a current National University student who has completed a current FAFSA
- Ability to work up to 20 hours per week with a varied working schedule.

Technical / Functional Skills: Reference as preferred;

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Proficiency with computers and Microsoft Office software (e.g. Word, Power Point)
- Ability to work independently and also work well with a team of diverse cultures, while working in a fast-paced environment with multiple deadlines and frequently changing priorities

Physical Demands / Environment

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The worker is required to have close visual acuity and manual dexterity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. The work is performed in an office environment.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities or requirements. National University (NU) complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Employment with National University is “at-will,” meaning that either NU or an employee may terminate the employment relationship at any time with or without cause, notice, reason or justification.