

<b>Job Title</b>	Student Assistant, Finance – <b>Classification: I</b>
<b>Department</b>	QVCC Business Office
<b>Location</b>	742 Upper Maple Street, Danielson, CT 06239
<b>Salary</b>	\$12.00
<b>Type and Duration of Job</b>	Part-time. Temporary; until 5/17/2021 with the possibility of continuation if interested and funding allows.
<b>Qualifications</b>	Must be a current QVCC credit student enrolled in a minimum of 6 credits in good academic standing.
<b>Posting Date</b>	November 18, 2020
<b>Expiration Date</b>	December 18, 2020

**Job Description**

The Finance Student Assistant I is the entry-level position in the Bursar's office. The Assistant I will learn to operate a variety of office equipment including computers, calculators and credit card machines; gain knowledge of basic bookkeeping, accounting, and financial record keeping procedures; exercise discretion in handling confidential information; use sound decision making skills; demonstrate initiative and follow through on tasks; provide courteous service to students, staff and general public in person, over the phone or via email; gain proficiency in MS Excel and MS Word; gain experience working in a higher education environment.

**Qualifications**

Under the supervision of the Fiscal Officer, this person may run and balance daily reports; prepare daily bank deposit, research and reconcile student accounts, prepare student account billings, calculate installment plan amounts, answer basic questions on financial aid, payment plans, general college information; assist in the collection of delinquent student accounts; compose correspondence and other billings; respond to phone calls from students, parents and general public; keep large volume of student records organized and filed for easy access; perform general clerical tasks including building receptionist responsibilities; perform other duties as assigned.

**Schedule**

Tuesdays and Thursdays 9:00am to 4:00pm

\*Hours may change depending on campus/department schedule change, and will be decided by mutual decision.

**Application Instructions**

Submit an email confirming your interest in the position and ability to work the required schedule to Jennifer Hyatt, Fiscal Officer at [Jhyatt@qvcc.edu](mailto:Jhyatt@qvcc.edu).

Interviews will be conducted virtually.