



## National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
<b>Name of Position:</b>	Marketing Account Coordinator	<b>Desired Start Date:</b>	
<b>Dept. Student will be Employed</b>	Marketing	<b>Duration</b> (e.g. July 201x-Jan 201x)	6/30/2021
<b>Location Where Student Will Work</b> (physical address)	Remotely	<b>Amount of Grant</b>	
<b>Students Supervisor</b>	Anita Handson	<b>Rates of Pay</b>	
<b>Supervisor Contact Information</b> (email, phone)		<b>Approximate Hours Per Week</b>	20 Hours per week.
<b>PCN</b>		<b>Prepared Date</b>	

**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.

With direct supervision, coordinate and lead day-to-day account assignments, including but not limited to, internal planning, scheduling, and expediting of client projects. Support the account team with project entries, timelines and utilization. Supports the development and cultivation of client and internal relationships. Ensure seamless communication among team members.

**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, note taking and distribution of notes, project entries, and other related duties.
- Project request management, entries, and closings (red report)
- Provide daily support to account team members, primarily the SEC account.
- Work with outside vendors to source and bid on client projects.
- Other duties as assigned.

**Requirements:**

- Must be a current National University student who has completed a current FAFSA



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- 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 ADAAA 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.