



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Student Accounts
Supervisor:	Heather Poulos
Supervisor Preferred Contact Information:	hpoulos@annamaria.edu
Position Title/Classification:	Student Accounts Specialist
Positions Available:	2
Hourly Wage:	\$15
Job Description:	<ul style="list-style-type: none">- Answer phone calls- Assist students and families with billing questions, payment plans and loans- Enter forms in Empower- Print statements- Other duties as assigned by supervisor
Duties Performed:	Daily
Specific Qualifications:	
Hours/Week:	10 hours per position
Special Application Instructions:	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: