



National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
Name of Position:	FWS-Media Coordinator	Desired Start Date:	2/1/2021
Dept. Student will be Employed	Online – JFK School of Psychology	Duration (e.g. July 201x-Jan 201x)	June 30, 2021
Location Where Student Will Work (physical address)	Online	Amount of Grant	
Students Supervisor	Vicki Tomlinson	Rates of Pay	\$15 Per/Hr.
Supervisor Contact Information (email, phone)		Approximate Hours Per Week	20
PCN		Prepared Date	1/15/2021

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.

- The work will various media tasks given by the program, and can include helping coordinate our social media platforms, working with the marketing department to collaborate on projects, keeping our web pages current, collating and publishing alumni updates, and entering requests on the Robohead system, etc. It will also include regular posts on all our social media platforms.
- The work may involve various admin tasks given by the Chair of the program or any core faculty or staff.
- Some of the responsibilities may also include helping to coordinate any events for the program.
- This will be primarily based online program or travel for program events/marketing/social media purposes.

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.



National University Federal Work Study Job Description

- Bachelor's degree required. Must possess excellent computer skills, including, but not limited to, Microsoft Office Suite. Must have excellent writing, organizational, interpersonal and communication skills. Cover letter and CV/resume required (send to the Chair of the program). Candidate must be proficient in Blackboard and online procedures.

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.