Position: Student Assistant to Student Services  
Held By: FWS Students X Non-FWS Students □  
Hourly Rate: $8.50 per hour  
Date: Academic Year 2015-2016

| General Description: | Assisting the Student Services office with day to day tasks  
| | Approximately, 5 hrs/week |

| Reports to: | Director of Student Services, Heidi Rodrick-Schnaath |

| Those assisted by this position: | New and returning students, staff, faculty and local congregations |

| Specific Tasks: | 1. Assisting with the process of securing booklists from faculty, creating a database of the lists.  
| | 2. Sharing and updating booklists with online service.  
| | 3. Filing, photocopying, shredding documents.  
| | 4. Other duties as assigned |

Name of FWS Employee: ___________________________  
Approval Supervisor: ___________________________ Date___________  
Approval Human Resources: ___________________________ Date___________  
Approval Financial Aid Committee: ___________________________ Date___________  

APPROVAL FOR POSTING OF THE POSITION ___________________________ B.O./F.A.