Position: Student Assistant to Enrollment Services  
Held By: FWS Students ☐ Non-FWS Students ☐  
Hourly Rate: $8.50 per hour  
Date: Academic Year 2014-2015

<table>
<thead>
<tr>
<th>General Description:</th>
<th>Assisting the Student Services office with day to day tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Heidi Rodrick-Schnaath</td>
</tr>
<tr>
<td>Those assisted by this position:</td>
<td>New and returning students, staff, faculty and local congregations</td>
</tr>
</tbody>
</table>
| 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: _______________________________________________________________

Name of Non-FWS Employee: __________________________________________________________

Approval Supervisor: ___________________________ Date: __________________

Approval Human Resources: ___________________________ Date: __________________

Approval Financial Aid: ___________________________ Date: __________________