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| Federal Work Study | | |
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| **Dept. Name: Financial Aid Office** | | |

# Student Tasks/Duties

Assist students in the computer lab with financial aid applications (FAFSA/Dream Act Application, FSA ID, BankMobile)

Assist students with Cranium Café

Help answer general financial aid questions on zoom lab

Answer phones

Imaging documents

Participate in outreach events

# Number of students needed

15

# Technology/Skills Desired

Microsoft Word, Zoom, Xcel, Power Point, Canva Flyer Creation, Social Media, ConexED, speak Spanish, Chinese or Mandarin

# Contact

Maria Cheikosman [cheikome@elac.edu](mailto:cheikome@elac.edu) 323-260-8183

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# Availability

Monday, Tuesday, Wednesday, Thursday, Friday