

# Allen College seeks to hire Federal Work Study Employees Apply today!

## Posting ID # 120123

Allen College seeks to hire a Allen College student who qualifies for work study financial aid assistance.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at

<https://www.allencollege.edu/filesimages/Current%20Students/Safety/ASR%20Report%209-29-21%20-%20Final.pdf>. A paper copy is available upon request.

### **Qualifications**

1. Must be an Allen College student who qualifies for work study financial aid.

### **Duties & Responsibilities**

1. Perform clerical duties as assigned including, but not limited to, typing, answering phones, data entry, sorting and opening mail, scanning, filing, assisting with mailings, assisting with special setups and cleanup, etc.
2. Maintain confidential integrity of Allen College.
3. Perform other duties as assigned.

Allen College is an Equal Opportunity Employer.

### **For more information, contact:**

Rena Carrillo, Financial Aid Director, Administration  
(319) 226-2515

[Rena.Carrillo@allencollege.edu](mailto:Rena.Carrillo@allencollege.edu)

Allen College, 1825 Logan Avenue, Waterloo, Iowa 50703

[www.AllenCollege.edu](http://www.AllenCollege.edu)

### **To apply:**

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 120132.

