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# Example of Student Worker Job Description

Our growing company is looking to fill the role of student worker. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for student worker

* Review and maintenance of cost databases for maritime assets
* Support colleagues with ad hoc tasks
* Maintenance of the organization Workspace
* Maintains filing system for the department - Sets up and preserves filing system for accounts payable and the cash deposits
* Performs data entry for Accounts Payable - Enters received invoices, expense reports, and credit memos for Accounts Payable weekly
* Assists with vendor payments - Sends Accounts Payables checks to vendors with any necessary backup information with any necessary backup information
* Assists with Preparation of 1099 Forms at Calendar Year End - Gather and maintain necessary W-9 forms from vendors
* Maintain the Accounts Payable Vendor Maintenance Module of the ERP System, Great Plains, Microsoft Dynamics - Maintains and updates contact and company information of the accounts payable vendors
* You will support Service R&D to achieve its targets
* Drive the development, implementation and formalization of tools, concepts, data basis for Service R&D teams

## Qualifications for student worker

* Current junior (or first year master’s student) from a range of analytical, financial and technical majors
* Strong eye for compelling visual and user-focused design is a plus
* You are a student in a higher education, at the Bachelor's degree program or just started at the Master's degree program
* You are a detailoriented person who works in a structured way
* You are about to start your MA, probably as a cand.merc
* Enrollment is an undergraduate program