



Position Title: Part-Time Financial Aid Assistant

Job Code: 8349

Reports To: Office Manager

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Financial Aid Assistant assists students, staff, and the public with the information and processes regarding the financial aid and registration process at the Campus.

Duties & Responsibilities:

- Assists the FA Advisor and Director with the management of the Work Study programs and the standards of academic process appeals.
- Provides customer service to students, parents, and campus administrators by providing answers, updating cases and files and intake of documents.
- Conducts imaging of documents into the Financial Aid, which includes, labeling, scanning and linking of documents.
- Handles the clerical functions of the standards of academic progress appeals, which includes updating approval or denial notes in the system, typing and mailing out approval/denial letters, and maintaining SAP spreadsheet.
- Assists the work study coordinator with the management of four (4) college work study programs in placements, referrals and required paperwork.
- Reviews and maintains student eligibility for MDC work programs throughout the semesters.
- Provides students with referrals to set up departmental interviews
- Maintains Work Study spreadsheet of allocations and placements
- Reviews and verifies to make sure all necessary documents are submitted and signed.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from an accredited institution and two (2) years of related experience.
- Must possess excellent oral and written communication skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name