



Position Title: Part-Time Financial Aid Advisor, IMLS Library Project PIPELINE

Job Code: 8412

Grade: CT

Reports To: Library Director

FLSA: Exempt

Job Description:

The Part-Time Financial Aid works with both new and continuing students by helping them fund their educational goals.

Duties & Responsibilities:

- Conducts case management activities, including maintaining an individual student database.
- Provides financial aid applications assistance and guidance in processing paper and online applications, and follows up with students for retention purposes.
- Locates appropriate sources of funds for new, continuing, and transferring students for courses and programs of study.
- Provides information about the College, including financial aid, and special programs of study.
- Assembles, collects, and reports data useful for program evaluation
- Conducts financial aid counseling workshops.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in an appropriate field from a regionally accredited institution and three (3) years of related experience
- Knowledge and understanding of College organization, goals and objectives, policies and procedures is desired
- Ability to work and communicate effectively, orally and in writing
- Promotes and maintains effective employee and public relations

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name