



JOB DESCRIPTION

JOB TITLE: Financial Aid Assistant	FLSA: Non-Exempt
Department Financial Aid	Date: 5/19/2015
Security Sensitive: Yes	Grade: A-12
Reports To: Acting Vice President of Student Services and Director of Financial Aid	

Job Summary

Under the general direction of the Acting Vice President of Student Services and Director of Financial Aid, performs tasks in administering financial aid.

Essential Functions

- Coordinates document entry process by dating and entering incoming documents into the system;
- Coordinates and maintains department filing system, including scanning incoming documentation for student's files;
- Creates, prepares, and mails document tracking letters;
- Maintains department calendar, arranges and/or monitors scheduling for seminars, training, meetings, travel, and related department functions;
- Coordinates customer service assistance/answers telephones on a daily basis;
- Maintains office inventory and reorders forms and supplies when needed;
- Maintains confidentiality of student records in compliance with the Family Educational Rights and Privacy Act (FERPA);
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Ability

- High school diploma/GED with minimum of two years responsible clerical experience is required;
- Experience in an accounting or financial aid environment is preferred;
- Computer literacy in the use of personal computers and/or mainframe computer is required;
- Ability and a functional knowledge of word processing, spreadsheets, data entry, or database management;
- Strong written and verbal communication skills;

- Ability to operate photocopies, duplicating machines and other standard machines;
- Ability to maintain complex filing systems and records;
- Excellent analytical problem solving and customer service skills;
- Ability to read and understand federal and state regulations and guidelines;
- Ability to work with a diverse student body.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date