

FA Associate Dean Office Assistant – Financial Aid

Work Study Job Type:

Office Assistant

Reports to:

Stephanie Lopez

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Assisting Students and Staff in various aspects of Financial Aid

Keeping paperwork filed promptly and accurately in order to be retrieved quickly and easily

Assist in keeping accurate student records

Collecting, distributing, and processing mail

Answering telephones and providing accurate information to the requestor

Keeping Financial Aid documents and supplies stocked

Maintain strong confidentiality of student information

Required Skills/Experience:

Must have knowledge of computers to include Microsoft Office Applications

Must be able to operate various office equipment (i.e. computer, phone, copier, fax machine, etc.)

Additional Requirements:

Professionalism in appearance and attitude

Good written and verbal communication skills

Work well with people

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.