

Financial Aid Office Assistant

Posting Date: 8/1/2018

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: Assist students with basic financial aid processes such as completing the FAFSA, payment plans, and forms. General office duties may include filing, scanning, mailings, etc. Student must be able to understand basic financial aid terminology, processes, and procedures. Confidentiality and accuracy are required of this position.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Terri Davis 575-492-2562.

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