Job Title: Student Assistant
Wage Rate: $8.25
Number of Openings: 1

Job Description:
- Will utilize the Student Information System (Campus Solutions) to assist in efficiently processing student and parent loans, private loans and grants
- Assists with other adjustments to financial aid packages in a timely manner
- Communicates with borrowers via email and/or phone
- Accurately revises financial aid packages based on student request
- Present information to students and parents during summer orientation and fall group sessions
- Runs daily and weekly reports
- Meets deadlines for projects

Qualifications:
- Very organized, detail-oriented, and comfortable interacting with staff, students, and parents
- Able to complete repetitive, detail-oriented tasks accurately while maintaining focus and confidentiality
- Willing to learn and adapt to a changing environment
- Must be team-oriented, personable, and have an interest in understanding financial aid
- Excellent oral and written communication skills
- Familiarity with data entry, Excel, Word, and other computer programs
- Able to present in front of student

Additional Comments:
- Up to 20 hours a week in Summer 2021
- 8-15 hours a week during Fall/Spring ‘20-21 Academic Year