

<b>Financial Aid Administrative Assistant</b>					
Division	Instruction & Student Services	Department	Student/Enrollment Services, Financial Aid		
Classification		Revised	n/a		
Supervisor	Financial Aid Director	Position #		Job Class	
<b>Statement of Primary Purpose</b>					
Serves as the first point of contact for students inquiring about financial aid, helping students apply for all types of aid and providing updates on the status of their applications. Manages the student work-study program.					
<b>Classification</b>					
<b>Essential Functions and Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Assists all new students inquiring about financial aid at SCC including walk-ins, and those calling and emailing for information.</li> <li>• Coaches new students on how to file the Free Application for Federal Student Aid (FAFSA), and demonstrates the computer application process for those needing additional assistance.</li> <li>• Provides updates and status reports to students making inquiries throughout the entire aid process.</li> <li>• Creates Document Tracking Letters by reviewing new Institutional Student Information Records (ISIRs) and determining what documents each student must submit to complete their file.</li> <li>• Manages the Federal Work-Study program including matching students with supervisors and positions and any related problem resolution, processing payroll records and loading awards, and monitoring fund balances.</li> <li>• Process all departmental mail outs of Financial Aid Award packages, and other departmental secretarial support and data entry when needed.</li> </ul>					
<b>Additional Duties and Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Regularly helps students coming in to the Student Services area to direct them to Admissions, Registrar, or Enrollment Services/Testing.</li> <li>• Prepares travel and requisition documents as required.</li> </ul>					
<b>Minimum Qualifications</b>					
Education	High school diploma (related Associate's degree preferred)				
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Excellent customer service skills.</li> <li>• Ability to perform detailed tasks accurately with constant interruptions.</li> <li>• Strong computer skills with a focus on office applications.</li> </ul>				
Physical Demands	None				

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<b>Licensing Requirement</b>	None		
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Long hours at peak periods before and after beginning and end of semesters. Normal office setting. Occasional travel required.			
<b>Equipment Operation</b>			
Standard office equipment.			
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.			