



JOB DESCRIPTION

JOB TITLE: Financial Aid & Veterans Affairs Assistant	FLSA: Non-Exempt
Department: Financial Aid	Date Revised: 5/19/2015
Security Sensitive: Yes	Grade: A-13
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 complex tasks in administering financial aid and veterans affairs.

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;
- Serves as V.A. representative for the institution;
- Knows and implements VA. rules and regulations pertaining to educational assistance; certifies student's enrollment in V.A.;
- Monitors and informs V.A. of student's schedule changes throughout a semester;
- Assists in maintaining school's membership to appropriate V.A. organizations;
- Assists in state and district V.A. audits; responds and maintains audit reports;
- Maintains records of retention and management;
- 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 Abilities

- High school diploma/GED (Associate Degree preferred) with minimum of two years experience in an enrollment office setting;
- Computer literacy in the use of personal computers and/or mainframe computer;

- Demonstrated proficiency in word processing, spreadsheets, data entry, or database management;
- Strong written and verbal communication skills;
- Ability to maintain complex filing systems and records;
- Excellent analytical problem solving skills;
- Demonstrated ability to prioritize multiple tasks and work independently;
- Skill in facilitating and modeling quality customer service;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Ability to work effectively with ethnic, cultural and diverse student population;
- Experience in an accounting or financial aid environment is preferred.

Work Conditions

- 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).
- May require long periods of standing.

Special Requirements

- Ability to work a flexible schedule including evenings;
- Ability to work under stress;
- 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