

Job Title: Financial Aid Student Assistant

Department: Enrollment Services-Financial Aid

Campus: South Charleston

Job Supervisor: Renee Herdman

Employment Period: Full Academic Year

Number of hours per week: 15-20 hours per week

Description of Job Duties and Responsibilities: Our student assistant will be trained in creating FSA ID's and filing FAFSAs. He or she will help students who need assistance with the application process during workshops and walk-ins. He or she will call prospective and current students regarding outstanding documentation, appointment reminders, and work shop invitations. He or she will be responsible for creating and maintaining student financial aid files during peak times and when mass mailings are sent. He or she will contribute to our default management plan by assisting with our monthly informational mailings and calls to our delinquent borrowers. He or she will participate in the planning and execution of our Constitution Day, National Scholarship Month, and FASFA Kick Off week events. He or she will help prepare for our High School Financial Aid Nights, High School FASFA Workshops, and Financial Aid Presentations. He or she will help prepare for our on-campus Student Loan Workshops and Exit Loan Workshops each semester and will assist supervisor with conducting workshops.