

Job Title: Financial Aid/Admissions Student Assistant

Department: Enrollment Services – Financial Aid and Admissions

Campus: Montgomery

Job Supervisor: Bonnie Edwards

Employment Period: Full Academic Year

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

Description of Job Duties and Responsibilities: Assist students with creating FSA IDs and filing a FASFA for both walk-ins and FASFA workshops; Assist Financial Aid Staff member in preparing paperwork to be sent to the South Charleston for permanent filing or additional processing; Greet and assist potential students in applying to the college when regular staff is momentarily busy with other students; Create and maintain student files; Assist with admissions acceptance letter and items needed letter mailings; Assist with scanning of admissions items into Sharepoint during peak times; Participate in the organization/execution of our Constitution Day, National Scholarship Month, and FASFA Kick – off Week events; Assist regular staff in preparation for High School Financial Aid Nights, High School FAFSA Workshops, and other Financial Aid Presentations, and any admissions/recruiting events; Call prospective and current students regarding outstanding documentation, appointment reminders and workshop invitations, and other general office tasks as needed.