



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: CN00001	
JOB TITLE: Student Worker II, Financial Aid Specialist	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 8.74 per/hr.
CAMPUS: LSC-Montgomery	HOURS: 19.5 per/wk.

POSITION SUMMARY

Provide support to the Financial Aid Department by assisting students. This position will provide information regarding financial aid programs, disbursement process, application process to students and parents. Required to assist students as they complete the financial aid process. May verify the accuracy of student financial aid packages (grants, scholarships, loans). Will work with and assist diverse groups. May interact with a high volume of customers. May interact one-one-one with students. Required to work some evenings and weekends.

PRIMARY RESPONSIBILITIES

1. Works with students and parents to provide information regarding financial aid programs; directs students to appropriate staff as needed.
2. Assists students with completing financial aid and needed internal paperwork as situations arise.
3. Verifies accuracy of student financial aid grant, scholarship, work program, or loan application and files. Assists students and parents with the entire application and disbursement process for all federal, state, and institutional aid programs utilizing electronic processes developed by the Dept. of Education.
4. Assists in identifying and clarifying conflicting database matches from the particular agency/organization; resolves database mismatches including communicating with responsible agency and student.
5. Assists with prep work for the Federal Student Loan entrance and Exit Counseling Sessions or Orientations.
6. Assists in preparation Federal, State, Institutional and Private reports to donor or agencies.

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Proficiency in use of personal computer workstation with standard software applications.
- Ability to organize functions to ensure compliance with due dates/deadlines and regulatory requirements.
- Excellent interpersonal relationship and communication skills.
- Ability to understand and interpret federal, state, private and institutional rules and regulations.
- Problem analysis and problem resolution skills.
- Ability to learn and use multiple software programs.
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system

- Use computer for word processing