

Holy Cross College
Student Employment
Fall 2019

Title: **Financial Aid Assistant**

Department: Financial Aid

Supervisor: Autumn Ganser

Email: aganser@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$7.25 per hour

Location: D-103

Purpose

Provide administrative support to the Office of Financial Aid.

Essential Job Duties:

- Keep accurate records of all student activities in the Office of Financial Aid
- Greet students and families to the Financial Aid department
- Create, maintain and update Word, Excel and PowerPoint files on College computer network
- Answer telephone within the first three rings; answering respectfully and handling the caller request, or taking callers name, number, reason for call, date and time of call and the expectation of returning the callers message.
- Provide general administrative assistance as necessary to serve the needs of the College.
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Excellent interpersonal, written, and oral communication skills
- Ability to maintain strict confidentiality
- Ability to use MS Word, Outlook, Excel and PowerPoint
- Ability to work effectively with a diverse student population
- Ability to work flexible schedule as necessary to handle busier times in Financial Aid