

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Financial Aid Assistant

DEPARTMENT: Department of Student Services

REPORTS TO: Director of Financial Aid

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Under general supervision, performs clerical and general office functions for the Financial Aid Office; provides accurate and focused data entry for all aspects of the financial aid process; works on special projects as needed.

PRIMARY RESPONSIBILITY

Data entry and accuracy is a key element in providing timely communication to prospective and current students in regard to the following key areas:

- Ongoing review of financial aid files and filing.
- Assisting in the collection of data and keeping all paperwork organized.
- Assisting with mass mail projects as needed.
- Assisting with special projects as assigned.
- Timely and accurate data entry in the CAMS system if needed.
- Watching for data inconsistencies and/or duplications

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use the CAMS, Microsoft Word and PowerFaid computer systems and other programs at a proficient level.
- Have an attitude of service and be able to work with others on the Financial Aid team to keep student data up to date.
- Maintain an up-to-date knowledge of the workings of the Financial Aid Office.
- Ability to learn the general procedures and approach used by the office.
- Ability to remain focused and do accurate work for long periods of time.
- Ability to be dependable, responsible, punctual, and organized.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations
Rev. 06/15/2009