

Job Description

Title: Administrative Assistant Financial Aid
CBA Position: KCSS
Department: Financial Aid
Reporting Manager: Director of Financial Aid
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B21
Band Range: \$33,491-\$47,060
FY18 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Provide clerical and administrative assistance to the Director of Financial Aid and office staff.

Supervisory Responsibilities: None, but may provide direction to part time and student workers

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 1-3 years of experience working in an office setting, preferably in a financial aid office

Illustrative Examples of Essential Functions:

- Participate in ~~with~~ the coordination of the daily activities of the department, ensure the front counter has coverage.
- Provide reception functions, answer phones, emails and general clerical and administrative support to the department.
- Support students at the PC lab for help with their FAFSA, FSA ID and other financial aid related tasks
- Create and maintain student documents needed for financial aid. Maintain front office training and OnBase Imaging manuals, act as office 'super user' of OnBase imaging software. Ensure that documents are scanned and entered into system(s) accurately.
- Maintain, process, and retain ~~of~~ documents applicable to Financial Aid per federal and state regulations
- Assist in the coordination of work activities of part time or and student worker staff
- Using the College Imaging System, maintain, process, and retain all documents applicable to Financial Aid
- Support training of front counter staff and student workers
- Perform file review to ensure eligible students are receiving the correct amount of financial assistance
- Enter aid type codes into system for outside organizations offering student financial assistance.
- Other duties as assigned.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills

- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.