



WESTMONT

Financial Aid Temporary Staff Assistant

Financial Aid

Position Summary:

Working under the direction of Financial Aid Office staff, the Financial Aid Temporary Staff Assistant will provide a range of technological and clerical services and be assigned special projects. This position will require the individual to handle information that is confidential in nature and, therefore, sign a confidentiality agreement.

Qualifications:

Strong technological skills and the ability to use Microsoft Office applications; experience with Microsoft Access is not required but is highly preferred and strongly encouraged. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. A keen attention to detail. Other requirements include the ability to maintain the highest level of integrity while working with sensitive and confidential information; accuracy and reliability. The successful candidate will not need to have a knowledge of financial aid, but should possess a solid technological aptitude. Training will be provided for the specific tasks listed below.

Responsibilities:

Provide technological and clerical support to the department of financial aid, as directed. This will include:

- Federal Work-Study tracking
- Student loan (federal, private, and institutional) reconciliation
- Federal and state grant fund reconciliation
- Extracting data to prepare and send loan summary emails, as needed
- Monitoring of aid funds not disbursed to students' accounts
- Organizing digital files containing student financial aid application documents
- Providing backup customer service, by phone and in person
- Other filing, general office work, and special projects, as assigned

Workplace demeanor:

Expectations for workplace demeanor include, but are not limited to: adaptable to varied job duties, consistency and reliability, meeting commitments, ability to take direction and follow through on tasks, a willingness to keep others who may be affected informed about work progress, respecting the diversity of our community in words and deeds.

Reports to: Director of Financial Aid