



JOB DESCRIPTION: Financial Aid Peer Advisor

Name of Position: Financial Aid Peer Advisor

Department: Financial Aid

Campus Location: Financial Aid Office (Christy Administration Building)

Supervisor: Brailea Tipton

Length of Contract: Academic Year (2022 – 2023)

Pay Rate: Minimum Wage

Job Purpose: The student will assist with duties done within the Financial Aid office, and aid other students through the financial aid process.

Job Responsibilities:

- Assist with answering telephones and voice messages.
- Will complete office work such as faxing, printing/coping, and shredding
- Filing important, information sensitive, documents into student files
- Greet office guests and if need be direct guests to the proper individual(s).
- Update the Financial Aid section of the SC website.
- Filter outside scholarships and make these scholarships readily available to students.
- Answer any questions that parents and or students may have regarding financial aid.

Qualifications:

- Familiarity with office equipment, such as printers and fax machines preferred
- Good computer skills
- Ability to have strong communication through phone and email
- Excellent people and communication skills (Must have a strong ability to relate to parents, students and faculty who may have questions)
- The ability to handle highly confidential matters
- Professional attitude
- Ability to work well with others
- Willingness to tackle new projects
- Ability to work between 5 – 20 hours per week

Skill Development Areas:

Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, knowledge of the entire financial aid process.

Evaluation: *Feedback on the students' performance will be given throughout the job.*