



POSITION NUMBER: 3126

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Financial Aid Assistant
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and three years student or customer service experience. PC based applications or financial aid experience preferred.

ESSENTIAL FUNCTIONS: Answers and directs incoming calls; schedules appointments for counselors; orders and maintains inventory of financial supplies; advises students and parents in the applications process for financial aid as to how, when, and where to apply; performs entrance interviews for first-time loan borrowers; determines student eligibility for aid disbursement; assists students in electronic filing of student financial aid applications using web based software; processes entrance and exit interviews using web based software; enters student information in Banner; advises students as to the status of their aid applications; answers general eligibility questions regarding the receipt of financial aid; assists student employment secretary in referring students to jobs; sorts and disseminates all material acquired at front window; mails all requests for financial aid packets and other material; completes food stamp and other welfare agency verifications; reviews incoming applications for the proper documentation and instructs students if incomplete; checks student aid reports against tax forms for financial accuracy; receives and processes change requests to students' files; compiles necessary documents into financial aid packet; determines student's satisfactory progress at a given point in time; maintains the order of the file room; supervises student workers to include assigning duties and checking work; interacts with faculty, staff, parents, and students by phone, letter, e-mail or in person; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Financial Aid
Main Campus
OPEN AS OF: June 10, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER