



STUDENT EMPLOYMENT OPPORTUNITY

Job Title:	Financial Aid Peer Counselor
Rate of Pay:	\$7.95
Begin Date:	08/22/2011
End Date:	05/11/2012
Work Site:	Neal Campus Kingman, 928-757-0855, ext. 1155
Supervisor's Name:	Nicholas Johnston

Specific duties performed on a regular basis:

1. Greet students; direct students to appropriate personnel/department; determine reason for visiting the financial aid department; answer questions when possible.
2. Answer phones. Direct calls to appropriate personnel/department, take messages, check voicemails, answer question when possible.
3. Assist student with the financial aid application process. Hand out financial aid information packets, assist students in filling out FAFSA's on FA computers, assist students in filling out loan applications, assist students with on-line loan counseling and all forms and processes.
4. Collect documentation for student files such as verification worksheets, federal income tax returns, scholarship applications, appeal forms, income adjustment forms, and dependency overrides.
5. Other duties as assigned including: filing, maintenance of files, format and mail additional information requests, research correct addresses on returned mail, maintain bulletin board, stock FA forms, make FA information packets, and keep the FA area clean an neat.

Skills/Qualifications needed:

1. Cheerful and helpful attitude, customer friendly.
2. General office skills including: computer, copies, typing, and filing and phones.
3. Good organizational ability.
4. Ability to multi task and handle pressure.
5. Self motivated and able to work independently.

Things your supervisor would like a student employee to understand about working in this department:

A positive and helpful attitude towards our students along with only providing accurate information and confidentiality are extremely important in this position.