

Title: Student Employment / **Financial Aid Workshop Assistant**

Position Funding: Department Budget or Federal Work Study

Position Description:

1. Assist the Financial Aid Specialist in the activities of the Financial Aid application workshops at the Brighton Campus, Applied Technology Center, and off-campus agencies.
2. Assist students with the financial aid application (FAFSA on the Web) and TAP application (TAP on the Web).
3. Help students with application related questions and basic financial aid questions.
4. Works one-on-one with students as needed.
5. Assists in maintaining the order, organization, appearance, and set up of the Financial Aid Lab
6. Complete any other necessary tasks as assigned.

Required Skills:

1. Be available to work Fridays from 12:00 pm – 5:00 pm, Mondays and Wednesdays from 12:00 pm – 2:00 pm, and occasional evenings.
2. Reliable transportation is required for off-campus workshops. e.g. High Schools
3. Excellent customer service skills.
4. Knowledge of basic computer skills. Experience with Microsoft Word, Excel, and PowerPoint preferred.
5. Willing to be trained
6. Possess ability to follow specific directions.
7. Have good communication and interpersonal skills and the ability to work well with others.
8. **Prompt, enthusiastic and ready to work upon arrival to the financial aid lab.**
9. Committed to work for at least a year.
10. Must have the ability to work independently with minimal supervision after appropriate training.
11. Applicants do not need to be a MCC student to apply for the job.

Start date: Immediately

Hours: 5 or more hours a week

Classification: Group 2

Salary Range Wage: \$7.30-7.75

Contact Person: No phone calls please.

Please submit your resume, references, and cover letter to

E-Mail: Ramon L. Rodriguez, Financial Aid Specialist
rrodriguez@monroecc.edu

Department: Financial Aid

Location: Building 6 Room 207