

**Title:** Student Employment / **Financial Aid Lab 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 Lab.
2. Assist students with the financial aid on-line 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 an evening a week and Fridays from 12 – 5 pm.
2. Excellent customer service skills
3. Knowledge of basic computer skills
4. Willing to be trained
5. Possess ability to follow specific directions.
6. Have good communication and interpersonal skills and the ability to work well with others.
- 7. Prompt, enthusiastic and ready to work upon arrival to the financial aid lab.**
8. Must have the ability to work independently with minimal supervision after appropriate training.

**Start date:** Immediately

**Hours:** 5 hours a week

**Classification:** Group 2

**Salary Range Wage:** \$7.30-7.75

**Contact Person:** No phone calls. Please submit your resume, references, and cover letter to

**E-Mail:** Ramon L. Rodriguez, Financial Aid Specialist  
[rrodriguez@monroecc.edu](mailto:rrodriguez@monroecc.edu)

**Department:** Financial Aid

**Location:** Building 6 Room 207