

Financial Aid Assistant

Position Title: Financial Aid Assistant
Office: Financial Aid Office
Hours: 30-40 hours a week

Position Summary and Duties:

The Financial Assistant, the initial point of customer service in the Financial Aid Office, will provide a wide range of administrative responsibilities. The position will provide confidential support of Financial Aid Office. Answer phone calls and emails. Assist students and families with the financial aid application process. Process documents and route to appropriate staff. Retrieve and distribute mail. Schedule appointments for staff, as needed. Oversee supplies and reordering as needed. Assist in other duties as necessary.

Requirements:

High School diploma
Maintain confidentiality
Customer service skills
Attention to detail

Preferred Qualifications:

Associate Degree
Financial aid experience

Please send or email letter of interest, resume, and three references to:

Missouri Valley College
Att: Paul Gordon, Director of Financial Aid,
500 East College Street
Marshall, MO 65340

Email: gordonp@moval.edu