

# Financial Aid Student Assistant Position Opening

The Calmar and Peosta Financial Aid Offices are accepting applications for two Student Assistants – one on the Calmar Campus and one on the Peosta Campus.

The Financial Aid Assistants will help the NICC Financial Aid Offices in providing fundamental financial aid and debt management assistance to students. A summary of the qualifications, responsibilities, and terms of employment are listed below.

To apply, stop in or call the Calmar (800.728.2256, ext. 447) or Peosta (800.7287367, ext. 212) Financial Aid Office for an application. Applications will be accepted until the position is filled.

## **Qualifications:**

1. Must be an Iowa resident
2. Must be enrolled at least half time
3. Must have filed the FAFSA and be eligible for federal aid. The grant award is not need based and thus will not be considered when determining the student's financial need.
4. Strong organizational skills with the ability to multi-task.
5. Outgoing and friendly personality and demonstrated ability to work in a team oriented setting.
6. Ability to communicate effectively both verbally and in written form.
7. Computer experience using Microsoft Word and Excel. Additional Microsoft software experience helpful.
8. Desire to help other students.

## **Responsibilities:**

1. Participate in an individualized training provided by the Iowa College Student Aid Commission Default Prevention Specialist.
2. Meet with the Iowa College Student Aid Commission Default Prevention Specialist on a regular basis to ensure goals are being fulfilled.
3. Conduct a minimum of three core default prevention programs per semester (lunch and learn seminars, guest presenters, class presentations, college event/activity)
4. Complete and submit a monthly update form to the Iowa College Student Aid Commission.
5. Participate in a minimum of four Iowa College Student Aid Commission conference calls.
6. Track expenditure reimbursements to ensure compliance within budget allowances.
7. Complete Iowa College Student Aid Commission reports as needed.
8. Assist the Financial Aid Office with other duties as assigned.

## **Terms of Employment:**

**\$8.50 per hour**

Approx. 15 hours per week

Grant funded position by the Iowa College Student Aid Commission