



POSITION POSTING

January 2, 2019

POSITION TITLE:	Financial Aid Assistant (Part-Time)
DIVISION:	Fiscal Affairs
DEPARTMENT:	Financial Aid

OCCUPATIONAL SUMMARY

Reporting to the Director of Financial Aid, the Financial Aid Assistant is responsible for serving as administrative support to the Director of Financial Aid, Assistant Director of Financial Aid and Senior Financial Aid Counselor within the Fiscal Affairs Division in support of the University's mission and to achieve a strategic, student-centered approach to fiscal management in support of the University's mission.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Coordinates Federal Work Study Program with the Assistant Financial Aid Director
2. Financial Aid Clearance for students.
3. Maintains the Verification Document Display Rack
4. Prepares, organizes and files student folders.
5. Maintains confidentiality of student records and departmental documents.
6. Greet students and visitors.
7. Escort students and visitors to appropriate locations.
8. Copy/Scan documents submitted by students; as needed.
9. Directs Students in completing FSAID.
10. Directs students in completing the FAFSA applications.
11. Directs students in completing Entrance/Exit counseling.
12. Directs students in completing the MPN (Master Promissory Note).
13. Directs students in completing the Default Management Form
14. Project lead on file maintenance and other projects.
15. Serves on administrative committees as assigned.
16. Performs other duties as required.

MINIMUM REQUIREMENTS

1. High school diploma.
2. Work experience in related areas.
3. Impeccable judgment and integrity.
4. Ability to manage confidential information.
5. Microsoft Office



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APPLICATION PROCESS

This position is part-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu
Facsimile: (317) 917-3393

This position is open until filled.

No calls please.