

Job Title:	Financial Aid Student Assistant, University
Job Description:	The FWS Financial Aid Student Assistant supports the daily operations of the financial aid office by providing administrative, and clerical assistance. The student assistant ensures confidentiality of sensitive information while delivering professional and courteous service.
Reports to:	Director, Financial Aid
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned. • Sending out monthly scholarship newsletter to all cohorts • Checking links on CHSU's website to ensure links are active • Identify new scholarships • Data collection • Filing as needed • Event prep and coordination
Qualifications/ Education:	Skills & Experience: • Eligible for work-study • Maintain acceptable academic standing • Excellent communication skills • Maintain high level of professionalism and conduct • Ability to work with others • Available to work at least 5 hours per week during the academic semester • Knowledge in Microsoft Office • Maintain confidentiality • Maintain a high level of accuracy and attention to detail in all assigned tasks
Compensation:	CHSU offers a competitive benefits and compensation package. Salary range for this position is \$16.90 an hour.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Financial Aid Student Assistant** in the subject field of the email.