

**ADMINISTRATIVE ASSISTANT, STUDENT FINANCIAL AID AND VETERANS
SERVICES, TERRELL**

GENERAL STATEMENT:

Perform duties of a routine or semi-routine nature within the financial aid office.

REPORTS TO:

Provost, Terrell Campus

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED, Associate degree preferred

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Three (3) years related administrative experience. Experience working in an educational setting preferred.

OTHER:

Extensive computer skills; Good organizational and telephone skills; Ability to operate all office equipment; Good public relations skills; Ability to work well under pressure and to handle frequent changes in priority.

DUTIES AND RESPONSIBILITIES:

- Answer financial aid telephone.
- Prepare general business correspondence using current standards and software.
- Use computer to extract and retrieve information concerning student financial aid.
- Provide information and answer questions regarding financial aid.
- Distribute forms related to financial aid.
- Assist students with federal financial aid documentation.
- Inform students of regulations concerning all financial aid, including admission requirements, dropping courses, failing courses, class attendance, withdrawing from school and transferring.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/24/07

Revised: 9/14/12

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