OFFICE OF GRADUATE STUDIES

GRADUATE ASSISTANTSHIP POSITION DESCRIPTION FORM

2015-2016 Fall/Spring

Department: Financial Aid Office    Position: Graduate Assistant

Supervisor: Tiffany Aloi

Job Description:

The Graduate Assistant for Financial Aid is a member of the Financial Aid Office staff and works under the general supervision of the Assistant Director of Financial Aid. This person will be primarily responsible for assisting in operations related to the awarding and notification of financial aid awards, assisting prospective students/families with financial aid guidance, and providing support to the directors related to federal loan processing. In addition, this person will also provide assistance in other aspects of general financial aid operations. The values of the Assistantship, along with amount of hours required of the position are provided by the Office of Graduate Admissions.

Job Function/Responsibilities:

1. Meet with supervisor and staff routinely to learn financial aid rules and regulations.
2. Assist with the counseling of students regarding general financial aid questions.
3. Assist with managing the documents, reports, letters and forms related to the awarding and award notification process.
4. Assist Director with Debt Management presentations to FYRST Seminar groups.
5. Assist the Associate Director, as needed, with the reporting necessary for work study.
6. Maintain scholarship information on the financial aid web page with training.
7. Participate in general financial aid presentations such as Saturday Showcases.
8. Maintain confidentiality of student records.
9. Perform other duties as assigned.

Desired Qualifications

Candidate must be unconditionally admitted to Graduate School at Slippery Rock University. Excellent organizational skills are required. Candidate must be detail oriented, possess good computer skills (including experience with Microsoft Word and Excel), and possess good interpersonal skills and be able to work independently. Demonstrated experience in working in a fast-paced office setting is preferred.

Graduate Student Outcomes

A successful graduate assistant will complete this position with:

- A broad understanding of the financial aid application process and financial aid programs
- Limited experience in financial aid counseling
- Experience working with the large volume and variety of forms and documents integral in the financial aid process
- Experience in the day-to-day requirements of administering financial aid

(continued)
Appropriate SRU Graduate Majors:

- All majors will be considered but preference will be given to the following:
  - Student Affairs in Higher Education
  - School Counseling
  - Education

Supervisor’s Expectations

The GA will be exposed to and be expected to participate in a variety of aspects of financial aid operations.

Contact Information:

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