

## JOB DESCRIPTION

POSITION: Administrative Secretary (Part Time)

GRADE: 27

DEPARTMENT: Financial Aid

POSITION REPORTS TO: Director of Financial Aid

JOB FUNCTION: Provides clerical support to the Director of Financial Aid and Financial Aid Staff by utilizing the Datatel financial aid delivery system.

### ESSENTIAL ELEMENTS:

1. Answers questions on loans, aid and other questions, of a detailed nature. Check student accounts when requested to ascertain if loan checks and other aid have been applied to the accounts.
2. Notifies students of entrance and exit counseling requirements. Manages electronic loan counseling process. Maintains required documentation to assure regulatory compliance.
3. Types correspondence, reports and forms for professional staff.
4. Answers and handle incoming calls and walk ins.
5. Management of student financial aid files. Tracking and correspondence to complete files. Secures Financial Aid Files.
6. Coordinates and implements the Colleague tracking systems by logging all applications and supporting documents on institutional database.
7. Prepares student financial aid files and ensures their completeness for evaluation by professional staff in awarding financial assistance.
8. Enters all financial aid awards on college tracking system for incoming current students.
9. Prepares mailing on a weekly basis all incoming applicants.

### NON-ESSENTIAL ELEMENTS:

1. Performs other duties as assigned.

### WORKING CONDITIONS:

Typical office working conditions

Adminsec.finaid/9.19

Interested internal candidates, please email resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).