

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
FINANCIAL AID ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours:

Salary: \$38,552

Closing Date: June 8, 2015

General Knowledge: Excellent oral and written communication skills; ability to prioritize time and perform multiple tasks; ability to operate personal computer and possess working knowledge of basic software including Word and Excel; attention to detail; and customer service approach. High school diploma required, associate degree preferred. Minimum of six months of clerical experience required.

Preferred Skills and Ability: Financial Aid experience a plus.

Position Summary: Provide clerical support associated with departmental responsibilities including such responsibilities as managing the Financial Aid telephone line and mailbox, and initiating daily procedures and data entry in Powerfaids.

Examples of Duties:

- Provides general assistance to students in completing financial aid forms
- Responds to telephone and email inquiries and correspondence concerning financial aid status
- Enters data into student system
- Produce and send routine letters and e-mails
- Monitors entrance and exit counseling compliance
- Assists with administrative tasks in Office of Financial Aid
- Assist with arrangement for travel (TA's, Check requests)
- Maintain and create files, paper or electronic
- Performs other duties as assigned

Substitution Allowed: These qualifications may be waived for individuals with appropriate alternate experience.

Eligibility Requirement: Interested candidates who meet the above requirements can view complete job description and submit a cover letter and resume by June 8, 2015 at www.chateroak.edu/AboutUs/Employment No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.