This position assists with various segments of the financial aid programs administered by the Financial Aid and Scholarships (FAS) office. Part of the professional development for this position will be to develop expertise with the Federal Higher Education Amendments (HEOA), as well as with other federal, state, institutional and private financial aid regulations and policies. The University of Kansas Lawrence Campus FAS office serves students, families, and the community by providing federal, state, and institutional financial aid information and resources to assist students in achieving their educational goals. FAS is committed to providing quality financial aid services to its constituents while maintaining equality and accountability in the administration of public, institutional, and private financial aid funds.

The Office of Financial Aid and Scholarships is a department within the Enrollment Management division.

Responsibilities include but are not limited to the following program areas:

1. Provides quality service to students and families. Counsels prospective and current students and families regarding financial aid and scholarships, including the application and awarding process, budgeting, and the securing of resources to meet expenses. Provides general information regarding enrollment, tuition and fee assessment, and academic records. Serves as On-Call on a rotating basis.
2. Provides support for federal, state, institutional, and/or private financial aid programs. Serves as a liaison to the University of Kansas Endowment Association (KUEA). Reviews KUEA applications and posts awards in the student administration system (SAKU).
3. Participates in outreach events including on-campus and off-campus programs, high school financial aid nights, and Orientation.
4. Effectively responds to electronic and written communications from constituents regarding financial aid issues.
5. Reviews computer budget adjustment requests and adjusts budgets in SAKU accordingly.
6. Participates on the Communications team and Assessment team.
7. Participates as a member of the administrative team to determine the needs of the FAS office and Enrollment Management.
8. Completes special projects as assigned by the Director and/or the Associate Directors.
9. The FAS office collaborates with offices across campus in an effort to recruit and retain students, enabling the Graduate Assistant to gain exposure to a variety of offices serving students. Job responsibilities may be adjusted based on the Graduate Assistant’s specific areas of interest.

Required Qualifications:

1. KU graduate student enrolled in the Higher Education Masters degree program for the 2017-18 academic year. Must be enrolled in at least five credit hours each semester and be in good academic standing.
2. Demonstrated effective oral and written communication skills.

Preferred Qualifications:

1. Experience in Financial Aid, Scholarships, Admissions, Academic Advising or closely related area.
2. Demonstrated ability to organize and deliver presentations to a variety of audiences.
3. Demonstrated experience in problem solving.
4. Demonstrated ability to work independently.
5. Eligibility for Federal Work-Study.

Hours: A minimum of 20 hours per week. If available, the Graduate Assistant may request to work up to 29 hours per week during the academic year and/or summer.

Start Date: Summer or Fall 2017

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The university encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.