



Enrollment Management Financial Aid & Scholarships Graduate Assistant Position Description

This position assists with various segments of the financial aid programs administered by the Financial Aid and Scholarships 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 office of Financial Aid and Scholarships (FAS) 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 Resource on a rotating basis.
2. Serves on the Communications Team and coordinates Financial Aid Awareness Month activities to promote the KU undergraduate December 1st FAFSA priority date.
3. Participates on the Satisfactory Academic Progress Team, including reviewing appeals. In conjunction with an academic advisor, makes professional judgment determinations to either reinstate federal aid eligibility or deny an appeal.
4. Provides support for federal, state, institutional, and/or private financial aid programs. Completes General Need Analysis Requests and other confirmation of aid requests. Reviews budget adjustment requests and adjusts budgets in the Student Administration System accordingly.
5. Participates in outreach events including on-campus and off-campus programs, high school financial aid nights, and Orientation.
6. Effectively responds to electronic and written communications from constituents regarding financial aid issues.
7. Participates as a member of the assessment team.
8. Participates as a member of the administrative team to determine the needs of the FAS office and Enrollment Management.
9. Completes special projects as assigned by the Director and/or the Associate Directors. 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 Master's degree program for the 2018-19 academic year.
2. Demonstrated effective oral and written communication skills.
3. Eligibility for Federal Work-Study.

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.

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:

Prefer summer 2018 but may start at the beginning of the fall 2018 semester.

