



## **Federal Work-Study**

### **Financial Aid Office**

**Name of Position:** Student Office Assistant – Financial Aid Office

**Number of positions available for this posting:** 3

**Pay Grade and Classification:** Grade II - \$14.50/hour

**Hours per week:** 20

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Jackson State Community College  
Financial Aid Office  
2046 N. Parkway  
Jackson, TN 38301

**Supervisors:**

Paige Bates  
731-424-3520 ext. 50388  
[pbates6@jacc.edu](mailto:pbates6@jacc.edu)

**Location of Job Placement:**

Financial Aid Office  
Student Center (SC-108)

**Purpose and Role of the Position:**

- Assist full-time staff in various functions.
- Help fulfill the mission of the college to provide financial aid information, processing, and verifying so students are able to receive financial assistance for which they qualify; including state, federal, and institutional aid.

**Duties and Responsibilities:**

- Answer phones
- Assist full-time staff with various projects and tasks
- Filing

- Data entry and analysis
- Processing of incoming documents
- Quality control
- Assist students with FAFSA completion
- Mail processing
- Assist students on the phone and in person with financial aid questions
- Organize paperwork and help maintain office equipment

**Qualifications:**

- Required Qualifications
  - High school diploma
  - Attention to detail
  - Dedication to customer service
  - Confidentiality
- Preferred Qualifications
  - Prior data entry experience
  - Microsoft Word and Excel experience
  - Office experience dealing with customers
  - Verbal and written communication skills