

Financial Aid Assistant
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149237>

Downloaded On: Feb. 25, 2021 7:18pm

Posted Nov. 9, 2020, set to expire Mar. 6, 2021

Job Title	Financial Aid Assistant
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 9, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Financial Aid
Apply Online Here	https://apptrkr.com/2059071

Apply By Email

Job Description

Financial Aid Assistant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:



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FUNCTION: Under the direction of an assigned supervisor in Financial Aid Office, perform general clerical duties such as copying, data entry, and filing, sorting mail, typing, and running campus errands, assisting the Senior Clerical Assistant with file imaging.

Click

[url=https://apptrkr.com/get_redirect.php?id=2059071&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/Employees/FinancialAidAssistant.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE: Excellent communication skills, basic knowledge of Federal financial aid programs, ability to alpha-filing and data entry, time management and organizational skills. Knowledge of common office computer programs such as Microsoft Office. Ability to follow oral and written instructions, establish and maintain effective working relationships. Must be a full-time student.

Qualifications:

Varies upon assignment.

Desired Qualifications:

Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA]for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/2059071]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Wide

San Diego Community College District

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