JOB OPENING: USD Graduate Students

One Stop Center Graduate Student Advisor

The One Stop Student Center has a position available immediately for a Graduate Student Advisor.

Job Description: Assist students and parents on the telephone, via email, and in person with Financial Aid, Student Accounts, and Registrar questions. Training will be provided.

Skills: This position requires excellent customer service and communication skills, the ability to relate easily to a variety of people, and the ability to maintain confidentiality and discuss sensitive information with discretion and tact. Must be able to answer financial aid, student account, and registrar questions and interact professionally with parents and students. The applicant should be a detail-oriented, independent worker with a positive attitude who has the ability to analyze information and respond appropriately on a case-by-case basis, while working in a team environment. Some prior knowledge of financial aid terminology would be helpful, but is not required.

Qualifications: USD graduate student who has applied for financial aid (submitted the 2015-2016 Free Application for Federal Student Aid, or FAFSA) and meets federal and university eligibility criteria. Knowledge of federal financial aid programs, student accounts, registrar and/or experience in a customer service setting preferred.

Hours: Flexible. Maximum of 20 hours/week--may vary between 8:30 a.m.-6 p.m. Monday-Friday, and may be adjusted each semester.

Pay rate: $13.25 per hour.

How to apply: Submit application and resume to Joanne Logan, Assistant Director, One Stop Student Center, jlogan@sandiego.edu, c/o of USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2492.
Date__________________
Name________________________________________USD ID#________________________
Address________________________City________________________Zip__________
Phone (   )__________________Email________________________________________
Degree you are working on________________________Number of units completed__________
Do you speak a language other than English? _____(list)______________How fluently?______________

Relevant Experience

Have you ever worked on campus? Yes [  ] No [  ] When?____________Where?____________

Describe your experience working in a customer service position.

List any special skills/talents/interests you have that would assist you in this position.

__________________________________________
Signature

Date

Please return this application and a current résumé to: Joanne Logan, Assistant Director, One Stop Student Center, jlogan@sandiego.edu, c/o USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2492.