JOB OPENING: USD Graduate Students

Financial Aid Student Advisor

The Office of Financial Aid has a temporary position available immediately for a Financial Aid Student Advisor.

Job Description: Assist students and parents in person or on the telephone with Financial Aid questions. Financial Aid training will be provided.

Skills: This position requires excellent 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 questions and interact professionally with parents and students. The applicant should be a detail-oriented, independent worker 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 and/or experience in a customer service setting preferred.

Hours: Flexible. 20 hours/week--may vary between 8:30 a.m.-5 p.m. Monday-Friday, and may be adjusted each semester.

Pay rate: $13.25 per hour.

How to apply: Submit application and resume to Marilyn Lockwood, Financial Aid Counselor, c/o of USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2492.
Office of Financial Aid

Student Advisor

2014-2015 Application for Employment

College Work Opportunity Program

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 resumé to: Marilyn Lockwood, Financial Aid Counselor,
c/o USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego,
5998 Alcalá Park, San Diego, CA 92110-2492.