



SPRING HILL
COLLEGE

Student Employment Program Job Description

Work-study Position: Financial Aid Student Assistant

Department: Office of Financial Aid

Location: LAC 1st Floor

Supervisor: Kristen Holmes and Emari Moore

Rate of Pay: \$10.00

Length of Employment: Academic Year 2025-2026

Schedule: Schedules with vary based on student availability. Office Hours: Monday – Friday 8 a.m. – 4:30 p.m.

Purpose of Position: Under the general supervision of the student employee supervisor, performs a variety of complex, responsible, administrative and executive secretarial duties in support of the Student Financial Services staff. Duties include greeting and hosting all visitors, answering and screening all phone calls, typing correspondence, data entry, filing, mail processing, assisting parents and students in completion of financial aid forms, answering basic financial aid questions and other duties involved in assisting the office.

Description of Duties and Responsibilities that relate to student's role/position: LIST ALL RELATED DUTIES AND RESPONSIBILITIES

- Filing student financial aid documents **OWC**
- Assist with office mailings to students/parents **OWC**
- Greeting all students, parents, and guests of the Financial Aid Office **CTPS, PWE**
- Answer phones and voicemail messages **DT, CTPS**
- Assist with answering the Financial Aid Office email **DT, CTPS**
- Assist with excel sheets **DT**

Required Knowledge, Skills, and Abilities: LIST ALL REQUIREMENTS

- Ability to use Microsoft Office Suite programs **DT**
- Must be comfortable answering office phone and interacting with students/parents **CTPS, DT, L, PWE**
- Organization and professionalism **PWE, TC**
- Ability to communicate effectively **OWC**

Qualification Standards: LIST ALL STANDARDS

- Eligibility: Student must have work-study eligibility confirmed by the Office of Financial Aid
- Experience: Student must have experience using a mainframe and/or personal computer system

Evaluation Procedures:

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.



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Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned into the Office of Financial Aid.