

Job Description

Title: Assistant Coordinator	Salary Band: B23
CBA Position: KCSS	Band Range: \$ 35,835-\$50,169
Department: F.A. & V.A.	FY14 Budget: \$
Reporting Manager: Coordinator of F.A. & V.A.	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Provide assistance in the coordination of the daily operations for the Financial Aid and Veterans Affairs Office; including the review, verification, and processing of grants, Federal Work-Study, Loans, and other College scholarship programs.

Supervisory Responsibilities: Yes; may coordinate the activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree in business, accounting, or a related field
- 1-3 years of experience working and processing financial aid documents

Illustrative Examples of Essential Functions:

- Review and evaluate applications for financial aid or enrollment of veterans at the College.
- Create, maintain, and retain documentation related to financial aid and the enrollment process.
- Process student awards for financial aid as well as appropriate status changes in students that are veterans.
- Maintain systems to ensure accurate and timely communication between Financial Aid and the Business Office, as well as other College departments.
- When necessary, perform basic reception functions including receiving students, parents, staff, or other customer; answering phones; responding and receiving mail or electronic correspondence as necessary.
- Provide additional general clerical and administrative support to the department as assigned by the Director.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014