



Financial Aid Clerk

Full-Time, Bargaining Unit Position

Eastern Gateway Community College welcomes applications for the Financial Aid Clerk position. The Financial Aid Clerk reports directly to the Director of Financial Aid. Working under general supervision, the Clerk performs a variety of specialized tasks related to the operation of the Financial Aid Office and student programs within the office. This position will be based at our campus located in Steubenville, Ohio.

Eastern Gateway Community College offers a generous benefit package including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Wages commensurate with the current Collective Bargaining Agreement for this position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for, in conjunction with other office employees, greeting and working with visitors on a walk-in basis, via phone and by email while providing good customer service.
- Handles correspondence including sorting and processing mail and files; compiles and sends mailings through email and retrieves records from various sources.
- Data entry of student records in PowerFails system.
- Processes student applications for grants/scholarships.
- Assists with electronically retrieving all student aid files from the Department of Education.
- Assists with completion of federal verification and makes all corrections (electronically) to students' financial aid applications.
- Assists with awarding all State, Federal and Institutional monies; extracts and compiles data and participates in producing reports for outside agencies and internal offices.
- Provides general secretarial support to the Financial Aid Office.
- Prepares correspondence using word processing software.
- Assists with Sponsor billing, programs for high school students, Horizon and Gateway Grants, UEH and LEU.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Minimum of high school diploma or GED.
- At least 2 years of clerical experience.
- Courses in office procedures or word processing considered a plus.
- Knowledge of modern office equipment and methods of operation.
- An understanding of business vocabulary, spelling and arithmetic.
- Knowledge of office practices and procedures.

SKILLS & ABILITIES:

- Strong computer skills.
- Ability to type a variety of correspondence and statistical material and reports with speed and accuracy.
- Ability to maintain confidential information.
- Ability to maintain fiscal or departmental records.
- Ability to research records and prepare reports.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with other employees and work well with the public.
- Must be detailed oriented.

Resumes and the names and contact details of at least three professional references should be sent to the Human Resources Department at the following email address:

careers@egcc.edu

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.