

Position Description

POSITION PROFILE

Position Title: Financial Aid Office Student Worker

EOU Department/College: Financial Aid Office (SFA)

EOU Supervisor Title: Jason Hibbert

Typical Job Duration: Academic Year (September to June)

Job Level: \$13.20 / hour, Level 1

Type of Schedule/Typical Hours: Part-time; hours primarily during the financial aid office's standard operating hours (Monday to Friday, 8 AM to 5 PM).

Typical Number of Hours Per Week: 10-15 hours

POSITION INFORMATION

Student Position Description Summary:

The Federal Work-Study Student Worker at EOU's Financial Aid Office plays a vital role in supporting the office's mission to provide financial assistance to eligible students. This position offers a unique opportunity for a student to gain valuable work experience while contributing to the efficient operation of the financial aid department. The Student Worker will work under the supervision of experienced financial aid professionals, assisting with administrative tasks and providing support to both staff and students.

Job Duties/Responsibilities/Essential Functions:

- Maintain accurate and confidential student records. Input financial aid data into the university's information systems, ensuring data integrity and compliance with regulations.
- Maintain organized and up-to-date physical and electronic filing systems. Assist in the archiving and retrieval of financial aid records as needed.

HIRING CRITERIA

Minimum Qualifications:

- Enrollment: Must be a currently enrolled student at Eastern Oregon University and in good academic standing.
- Attention to Detail: The ability to maintain precise and accurate records is crucial to ensure compliance with financial aid regulations.
- Dependability: Punctuality, reliability, and the ability to work independently and as part of a team.

Preferred Qualifications:

- Previous Office Experience: Experience working in an office setting, particularly in a customer service or administrative role, can demonstrate familiarity with office protocols and procedures.
- Organizational Abilities: Evidence of strong organizational skills, including the ability to multitask, prioritize assignments, and manage time efficiently.
- Teamwork: A track record of successful collaboration with colleagues and the ability to work well in a team-oriented environment.
- Knowledge of Student Information Systems: Familiarity with the university's student information systems or other relevant software used in the Financial Aid Office.
- Commitment to Higher Education: A demonstrated interest in and commitment to higher education and helping students achieve their educational goals.
- Student Leadership: Involvement in student leadership organizations or activities that showcase leadership and teamwork skills.

Desired Knowledge, Skills & Abilities:

- Strong ability to communicate effectively in both written and verbal forms.
- High proficiency in computer applications, including Microsoft Office and database systems, is essential for managing financial records.
- Skills in maintaining confidentiality and handling sensitive information with discretion.
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STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop a comprehensive understanding of financial aid processes and regulations, enhancing knowledge applicable to careers in finance, administration, or higher education.

Industry Learning Outcomes:

- Gain practical experience in administrative roles within a higher education setting, focusing on customer service and financial management.

Career-Readiness Learning Outcomes:

- Enhance skills in organization, detailed record keeping, and professional communication, crucial for any business-oriented career.
- Build capabilities in interpreting and applying regulatory guidelines, preparing for roles that require adherence to policies and laws.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework

