



JOB DESCRIPTION

FINANCIAL AID STUDENT WORKER

ABOUT US:

Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Financial Aid Student Worker plays a vital role in supporting the operations of the financial aid office within an educational institution. This position provides assistance to both students and staff members, contributing to the efficient and effective administration of financial aid programs and services. The primary focus of this role is to assist in the delivery of financial aid information, processing applications, and maintaining accurate records.

ESSENTIAL RESPONSIBILITIES:

- Provide excellent customer service to students, parents, and other visitors by answering inquiries, both in person and over the phone.
- Assist in explaining financial aid processes, eligibility requirements, deadlines, and available aid programs.
- Help with data entry and uploading documents into the financial aid management system.
- Maintain accurate and organized student records within the financial aid database.
- Assist in generating reports and data analysis as needed.
- Collaborate with the financial aid team to prepare and distribute information regarding financial aid workshops, deadlines, and events.
- Support the creation of educational materials, newsletters, and social media content related to financial aid.
- Assist with scheduling appointments for financial aid advisors.
- Direct students to appropriate resources or personnel for specific inquiries.

- Participate in special projects related to process improvement, customer service enhancement, and data integrity.
- Assist with routine administrative tasks, such as filing, copying, and organizing documents.
- Handle confidential student information with discretion and adhere to privacy regulations, such as the Family Educational Rights and Privacy Act (FERPA).
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Currently enrolled as a student at the institution with a 3.2 GPA or higher.
- Strong communication skills, both written and verbal.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in basic computer applications, including Microsoft Office Suite.
- Ability to learn and navigate financial aid management systems and databases.
- Understanding of financial aid terminology and processes (preferred, but not required).

WORK ENVIRONMENT:

Professional office/classroom environment requires employee to be flexible, consistently use manual dexterity in reaching, writing, navigating around the classroom, lab, or office. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

To be considered, please complete the online job application at jobs.villa.edu. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each application and the strongest, most qualified candidates will be contacted for an interview.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute

to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

SALARY RANGE: \$14.20 per hour