



### **Job Description**

**Job Title: Financial Aid Clerk**

**Reports To: Corporate Director of Financial Aid and Regulatory Compliance**

**Position Responsibilities:**

The Financial Aid Clerk assists the financial aid department to ensure proper enrollment of students.

- Conduct financial aid estimates
- Provide information to students regarding financial aid
- Advise student applicants of scholarships or additional grants available (ex: Cal Grants)
- Assist with Batch submissions
- Identify, label, and classify all student files
- Make estimate/appointment packets
- Copying, filing and data entry
- Mail financial aid correspondence on a daily basis
- Other duties as assigned

**Qualifications:**

- Excellent communications skills
- Accuracy with numbers
- Represent Four-D College in the most professional and positive light at all times
- Experience with Title IV program administration (a plus, but not required).

**Physical Requirements:**

- Ability to spend 6 or more hours per day sitting at desk or computer terminal.
- Ability to commute from one campus to another.
- Ability to hear and speak clearly as may spend one or more hours per day on telephone.
- Must be able to multi-task.
- Able to lift up to 20 lbs.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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Signature