Financial Aid Clerk

**Definition of Class**
The incumbent in this position performs clerical duties involved in operation of the college work study program or student loan program, and the maintenance of files and records of the Financial Aid Office.

**Examples of Work Performed**
Assists students in applying for financial aid by collecting data to send in, and notifying students of approval.

Performs and completes paperwork used in the administration of the College Work Study Program; processes I-9 forms, federal and state tax information, job descriptions, and interview sheets; maintains appropriate files and records.

Assists financial aid advisors in the completion of duties as required or requested.

Types correspondence from rough copy; answers the telephone; transfers calls; takes messages.

Processes loan forms and forwards correspondence to the appropriate parties.

Updates records on financial aid student database.

Verifies loan checks with proper documentation prior to informing students of receipt of checks and releasing funds to students.

Notifies students and loan advisor of status of loan funds.

Assists in clerical duties indigenous to the department to which assigned.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs clerical duties such as entering data, typing correspondence, and maintaining files.

2. Assists financial aid advisors.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing.
identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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