

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Administrative Clerk – Financial Aid/Business Office	FLSA status:	Non-Exempt
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DEPARTMENT:	Financial Aid	REPORTS TO:	Director of Financial Aid
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Position summary: Under direct supervision, assists the Financial Aid Office and the Business Office in day-to-day operations.

Position responsibilities:

- Assists students with questions about filing for financial aid and scholarships.
- Performs verification of student financial aid files
- Transmits data to the U. S. Department of Education via EDConnect and EDExpress
- Prepares financial aid document tracking letters
- Prepares financial aid award letters
- Assists with financial aid seminars/workshops for area high schools
- Enters outside scholarships/grants into POISE
- Processes incoming and outgoing mail
- Scans student files into Docubase imaging system
- Assists with vehicle reservations
- Oversees all billing outside scholarships
- Assists cashier at window during peak registration times, and at other times when needed
- Performs miscellaneous job-related duties as assigned

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.