



JOB DESCRIPTION

TITLE: Financial Aid Clerk

SUPERVISOR: Assistant Director

JOB OBJECTIVE: To provide clerical assistance to the Financial Aid staff and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- A. Serve as official back up to the front desk as needed.
- B. Processes purchase orders as needed. Assists in monitoring of office budget.
- C. Assists other staff members with travel arrangements. Also, assists with scheduling of state/national conferences held on NSCC campus.
- D. Assists visitors and callers by providing information or conducting/routing them to the appropriate person.
- E. Assists with departmental mailings, ensures timely processing of letter mailings.
- F. Reads and determines disposition of incoming documents.
- G. Assists with scanning projects
- H. Performs other duties as required.

JOB STANDARDS:

- A. High school diploma or educational equivalent
- B. Previous work experience in a college or business setting
- C. Knowledge of word processing and spreadsheet applications (Microsoft products preferred)

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment required.

CRITICAL SKILLS/EXPERTISE:

- Computer skills
- Ability to maintain effective working relationships with faculty, staff and the general public
- Effective time management/organizational skills
- Ability to develop relationships with non-profit organizations in relation to the FWS program.

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment. Spreadsheet and database experience recommended

SALARY: \$20,000 - \$25,000

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer

Revised 3/16/17