



Job Title: Financial Aid Representative	Position Type : Part-Time / Full-Time
Job Description <ul style="list-style-type: none">• Answers incoming telephone calls to provide financial aid information to students.• Responds to email, helpdesk tickets, or other written communications received by the Financial Aid Office.• Reviews and interprets applicable principles, federal and/or state laws and regulations in the course of official duties.• Consults with the supervisor concerning progress on assignments and to resolve problems.• Maintains essential records and files.• Assists students with the preparation and completion of financial aid applications, including applications for loans and grants.	
Experience <ul style="list-style-type: none">• Ability to effectively speak, answers questions, or explain routine or complex information by telephone.• Excellent customer service and written and oral communications skills• Ability to work with other offices to ensure high customer service.• Ability to prepare and process reports.• Knowledge of financial aid programs and implementation procedures as well as federal and state regulations.• Ability to acquire basic knowledge of college policies and procedures.• Ability to understand, analyzes, and interprets and applies established law, regulations, procedures, precedents, and guidelines.• Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on assigned responsibilities.	
Education <ul style="list-style-type: none">• Bachelor Degree in a related field from an accredited institution.	
Benefits <p>Amridge University offers a compensation package including health/dental benefits and 401(k) for full-time employees. The main campus of Amridge University is located in Montgomery, AL.</p>	