

### **In-House Posting**

### **Position Vacancy**

#### **Position:** **Administrative Assistant – Financial Aid (1.0 FTE)**

**Classification:** I **Level:** 7

**Position Summary:**

## Provide administrative and operational support for the West Burlington Financial Aid Office. Greet and assist all visitors of Financial Aid Office; perform regular clerical duties including but not limited to data input, routine document processing and records management, project support, and compliance with federal regulations. Requires superior attention to detail, accuracy, confidentiality, and customer service; and the ability to think analytically and intuitively. Direct and extensive contact with students, college employees and outside organizations is required.

**Minimum Qualifications:**

**(**For more information pertaining to qualifications and responsibilities, see the position description**)**

* Education:
  + High School diploma/equivalent required.
  + AA degree or AAS in Office Administration preferred.
* Experience:
  + Minimum two years related experience in office administration required; experience within financial aid, bookkeeping, financial services, accounting or higher education setting preferred.
  + Demonstrated skill with mathematical functions, grammar, punctuation and proofreading required.
  + Experience managing records, creating/tracking of reports/projects, scheduling appointments and working with confidential information preferred.
* Excellent interpersonal and communication skills, including telephone/social media etiquette appropriate for a professional workplace.
* Knowledge of computer software applications specifically Microsoft Office programs with competency in Word, Excel & Access; ability to learn and develop competency in SCC’s administrative software (Ellucian).
* Keyboarding proficiency/accuracy and excellent proofreading ability, required.

**Duty Location:** West Burlington Campus **Work Hours:** 8:00 am to 4:30pm **Rate of Pay:** Level 7 (Per ESA Bargaining Agreement & Hire Date)

**Procedures:**

To apply for this position please go to <http://www.scciowa.edu/aboutscc/hr>

Deadline for Application

**Wednesday, April 24, 2024 @ 4:30 p.m.**

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