Position: Student Financial Services Clerk
40 hours/12 months

Reports to: Director of Student Financial Services

General Statement of Duties:
Assist in the administration of the financial aid programs in the Office of Student Financial Services

Education/Experience:
- High School Diploma required
- At least 2-3 years of experience in a business office environment

Essential Functions and Responsibilities:
- Administer the Federal Work Study Program
- Administer the New York State Tuition Assistance Program awards including certifying, tracking awards, making corrections, and balancing the TAP account
- Administer and track outside and church matching scholarships, NYS aid and other state aid
- Answer phones and e-mails, receive visitors, schedule appointments, and answer questions regarding financial aid and student accounts
- Make diligent collection efforts on non-current accounts; submit accounts to third party collection agencies if necessary
- Manage Perkins Loans and Lee Loans
- Perform other tasks and responsibilities as requested by the Student Financial Services Office

Qualifications:
- Strong aptitude for personal computer systems, word processing, databases, spreadsheets, and numbers

Physical Requirements:
- Within the normal bounds of an office environment

Interested applicants should forward a letter of introduction, resume, three references, and a statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu
(Application materials preferred via email)