



JOB DESCRIPTION

TITLE:	Financial Aid Assistant
DEPARTMENT:	Enrollment Management
REPORTS TO:	Director of Financial Aid
SUPERVISES:	None
STATUS	Non-Exempt
CLASSIFICATION:	Administrative Staff
F.T.E:	Part Time
DATE REVIEWED:	December 2024
SALARY:	\$16.00 per hour

About Villa Maria College:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

Mission Statement:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

Villa Maria College Core Values:

“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need, and Justice & Peace.”

Position Summary:

The Financial Aid Assistant assists the financial aid office in the overall operation of Financial Aid at the College. The Assistant will provide administrative support to student packaging, data coding, processing, and basic reporting.

Duties and Responsibilities:

- Assist in administrative duties of the financial aid office.
- Assist in new and returning student packaging.
- Assist in coding data in the student information system.
- Assist in creating financial aid reports
- Provide outstanding customer service to students and families when needed.

- Support the mission, core values and objectives of the College.

Required Skills and Abilities:

- Some College education, preferably 30 or more earned credits.
- Experience working in a professional, business setting.
- Experience providing customer service.
- Preferred: 1 year experience in financial aid.
- Preferred: experience using database management systems and financial aid management systems.
- Strong computer skills.
- Strong financial and accounting acumen.
- Must have good working knowledge of Microsoft application programs.
- Strong organizational skills and the ability to manage expectations, set deadlines and follow up on projects.
- Ability to show respect and sensitivity for cultural differences; work/interact with a variety of internal and external constituents.
- Have a professional demeanor; ability to maintain confidentiality, respectful in all settings.

Work Environment:

Professional business office setting with heavy computer use. General environment requires employee to be flexible. This work may include some time standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

An Equal Opportunity Employer:

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.