

## **Administrative Specialist III – Financial Aid**

**\$12.15 per hour**

**40 hours per week**

The Administrative Specialist III serves as receptionist and is responsible for performing a wide variety of general office duties in the Office of Financial Aid.

### **TYPICAL FUNCTIONS**

The Administrative Specialist III will serve as a primary point of intake for the Financial Aid Office. Answering phones, responding to office inquiries (oral and written), assisting students in person, and effectively working with other staff members to coordinate excellent student service, will be critical for success in the position. The position will be required to interpret and follow established policies, procedures, and regulations in a manner consistent with other staff members. Inventory of office supplies, purchase orders, processing travel arrangements, and assisting the office manager with accurate and timely processing of time cards will be required. A successful hire can be expected to attend meetings regularly during which he/she will be required to record minutes. May supervise office work study staff by interviewing, training, assigning, and reviewing work. Creates, updates, and maintains various confidential records, files, and databases. Performs other duties as assigned.

### **KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of applicable laws and regulations. Knowledge of computers and software applications. Knowledge of basic accounting principles. Knowledge of filing and recordkeeping procedures. Knowledge of customer service principles. Ability to perform data entry. Ability to compose and edit correspondence, reports, and other documents. Ability to make decisions within prescribed boundaries. Ability to coordinate, instruct and review the work of others.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a high school diploma; plus four years of experience in a specialized or related area applicable to the work performed. Other job related education and/or experience may be substituted for all or part of these basic requirements.

### **PLEASE NOTE:**

The applicant selected for this position will be required to submit to a background screening including criminal background check and credit check.

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