



Student Position Vacancy

Position: Financial Aid Office Assistant – Student Ambassador
Location: Room 103, Phelps Administration
Contact : financialaid@paulsmiths.edu

Description:

- Assist with office duties, including filing, shredding, mailing correspondence, answering incoming phone calls.
- Research Outside Scholarships.
- Maintain confidentiality at all times.
- File Management.
- Scanning documents/files.
- Special projects as determined by the Financial Aid Office
- Other duties as assigned

Qualifications:

- Computer competency, including Word Processing, Spread Sheets, Databases, and Internet technology skills.
- Demonstrated ability to communicate with professional staff, students and families.
- Organizational skills.
- Ability to work independently.
- Ability to maintain confidentiality at all times.
- Must possess a positive attitude and willingness to learn and grow.

How to apply:

Submit the following via email to financialaid@paulsmiths.edu

- Cover Letter
- Resume
- schedule (academic and other block out times)

It is the policy of Paul Smith's College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. EOE/AA/M/F/D/V