



Title: Financial Aid Administrative Assistant

Campus: Uvalde

Job ID: 252627710301

Closing Date: March 20, 2026

Job Summary: Organizes and schedules activities such as meetings, travel, conferences, and departmental events. Maintains and updates the department filing system. Organizes and prioritizes large volumes of information and phone calls. Sorts and distributes mail. Answers phones and manages the front counter. Clarifies the process utilized to complete financial aid files for students. Assists the financial aid advisors and staff in securing all required documentation necessary to determine financial aid eligibility. Maintain all college work study information for the college. Monitors and maintains office supply inventory to ensure adequate stock of essential materials; coordinates ordering and reconciles purchase transactions as needed. Communicates and collaborates with local high schools to support students and families with FAFSA completion and financial aid application processes.

Classification: Full-time, Non-Exempt

Department: Financial Aid

Salary: Clerical Schedule Group I; twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associate degree required; two years of related experience.

Experience & Training: Familiarity and agreement with the basic principles governing the administration of student financial aid programs. Strong written and oral communication skills, as well as excellent interpersonal and public relations skills. Above average knowledge of computers and communication technology necessary. Knowledge of Colleague software preferred. Strongest consideration will be given to candidates with financial aid or equivalent work experience.

Additional Qualification Requirements: Ability and skill to manage a high volume of work are necessary. Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.