

Position Description

Position Title: Student Employment Officer

Classification: Unclassified

Function of Work: Coordinate all University student employee programs. This includes scholarship-awarded student jobs, Federal College Work-Study (FWS) jobs along with maintaining the budget for allocated dollars, and departmental student jobs

Supervision Received: Coordinator of Scholarships and Student Employment

Supervision Exercised: Student Employees

Qualifications: Bachelor's Degree required or equivalent experience (combination of education, training and related experience) required. Computer literacy including experience with Microsoft Office products preferred. Demonstrated customer service skills required. Must be able to communicate and establish a rapport with departments and a diverse student population. Ability to give written and oral instruction in an understandable manner and ability to work independently is essential.

RESPONSIBILITIES:

- Verify student eligibility for employment as set by INS, IRS, Department of Civil Service, and Northwestern State University Financial Aid Office
- Determine and verify student eligibility for FWS employment set by the Department of Education relating to students' need and cost of attendance
- Respond to inquiries regarding students, and confirmation of past and present employment
- Coordinate community service (America Reads) mandate as it relates to the FWS program
- Maintain budget for awarding of FWS and general employment allocation to ensure appropriate spending to prevent overspending or decreases in allocations
- Maintain all documents for all student employees
- Assign student jobs, produce and distribute student time sheets
- Communicate regulations set by the Department of Education and University policy and procedures in respect to the area of student employment to departments
- Conduct training seminars for department student employee supervisors
- Serve as a member of the financial aid appeals committee
- Administer all federal, state, and institutional policies and procedures relating to student financial aid and scholarships
- Complete other projects as assigned by the Coordinator of Scholarships and Student Employment, Associate Director and Director of Financial Aid