



Administrative Assistant for the Office of Financial Aid

Franklin College seeks an Administrative Assistant for the Office of Financial Aid. This is a full-time, non-exempt hourly position reporting to Director of Financial Aid.

Responsibilities:

- Provide secretarial and administrative support
- Managing calendars, scheduling appointments, answering phones
- Manage special projects and generate daily reports
- Provide basic loan counseling and recommendations based on Federal guidelines
- Collaborate with staff and faculty from various offices on campus
- Provide data entry and front desk receptionist coverage for Admissions
- Additional tasks, duties as assigned by the Director of Financial Aid

Competencies:

- Knowledge of computers and software applications, including the Microsoft Office suite of products
- Versatility in managing multiple projects simultaneously, working both independently and as a team member
- Ability to use appropriate oral and written communication skills, as well as proof reports
- Proficiency in organizational, interpersonal, and professional skills
- Maintain confidentiality and work with time sensitive information

Qualifications:

- HS diploma
- 2 years' customer service experience
- Associates degree preferred

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled.

Interested candidates may send (electronic preferred) their cover letter, resume, and 3 professional references to:

Office of Human Resources
Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu



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