ORGANIZATION NAME: Alvin Community College/ Student Assistants

Job ID: 3245  Job Title: Student Assistant/Financial Aid
Job Location: Financial Aid Department at ACC
Employment Date(s): ASAP

Work Schedule: Flexible: however, some evening hours may be required on Monday and Tuesday

# of Openings: 2
Salary: $7.25 per hr.
Hours Per Week: 19
Position Type: Work-Study

JOB DESCRIPTION
Assist Financial Aid Office Staff with student files. Including filing, photocopying, data entry, making student files, evaluate documents and match to correct student file, and some scanning. Perform other duties as assigned by Director.

QUALIFICATIONS
Demonstrate ethical behavior in working with confidential information and maintains a high level of confidentiality; excellent organizational skills, detailed oriented, and ability to work on several tasks at one time.

Current Students interested in employment at Alvin Community College (ACC) will register in JobLink, the on-line employment database at www.alvincollege.edu, complete a resume, and upload in JobLink. Click on JobLink icon, located on left side of ACC webpage, and then click on JobLink for students.

EMPLOYMENT Eligibility
Fall/Spring Employment
Student employees must maintain a minimum of six credit hours during the semester(s) of employment and maintain a minimum GPA of 2.0.

Summer Employment
An applicant, not enrolled in the summer, may be employed if he or she has been enrolled in a minimum of six hours in the preceding spring semester or can show evidence of plans to enroll in the succeeding fall semester. Students who have attended Alvin Community College in the spring semester, or will be enrolled in the fall, shall have preference over summer transient students.

Current and former Alvin Community College students must have a minimum 2.0 GPA at time of application.

Student employees must maintain a minimum semester 2.0 GPA.

Students placed on disciplinary probation or have an Academic Dishonesty sanction are ineligible for employment.

Students eligible for financial aid Pell Grants may also be eligible for the Federal Work Study Program.

Students hired as a Work Study employee are subject to Satisfactory Progress Requirements for financial aid. Employment may be terminated for failure to meet these requirements.

Must consent to background check

REQUIREMENTS
Major(s): All Majors

APPLICATION INSTRUCTIONS
Apply at Career Services - A206
Email: mferguson@alvincollege.edu or
Call 281-756-3560
Can not apply online or in person to Financial Aid Department