Graduate Administrative Assistantship
Student Financial Aid Office
G-01 Sikes Hall

Job Title: Student Financial Aid Graduate Assistant

Job Description:
1. Assist students and families with the financial aid process through in-office visits and phone conversations.
2. Perform tasks associated with the verification of student data. (This is an audit process mandated by the U.S. Department of Education in order to establish an applicant’s eligibility for federal student aid.)
3. Review and recalculate student eligibility for federal aid (including corrections, cost of attendance adjustments, and non-standard enrollment periods).
4. Research, inventory data, and develop reports.
5. Participate in staff meetings and activities regarding financial aid awareness.

Job Qualifications:
• Requires full-time graduate student pursuing Master’s of Education Degree in Student Affairs or Counseling
• Requires interest in learning more about functional area of Financial Aid
• Offers compensation in form of $7,830/year based on 15 hours per week

Contact Information:
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