

**Graduate Administrative Assistantship Contract/Description
Department 5123**

Position: Student Financial Aid Graduate Assistant

Period: Summer 2019

Renewal for Fall 2019-Summer 2020

Responsibilities:

1. The main responsibility, is to assist students and families with the financial and process during office visits, phone calls, and outreach activities.
2. There will be the potential opportunity to assist with verifying student's FAFSA (Free Application of Federal Student Aid) forms.
3. Special projects as assigned.
4. Participate in financial aid awareness outreach activities as needed.
5. Participate in staff meetings and trainings.

Expectations:

1. Work 20 hours per week on a regular schedule.
2. Report to your supervisor and maintain frequent contact with counselors.
3. Enroll in a minimum of nine credits each semester and three credits per session of summer school.
4. Complete the 12-month appointment.

Benefits:

1. The 12-month appointment carries an annual salary of \$12,480 or \$520 per gross pay per period.
2. Reduced tuition begins semester of work and is based on continual graduate enrollment in initial program of study.

NOTE: Failure to complete the terms and conditions of this agreement will result in immediate termination and reduced tuition benefits may be voided retroactively to the beginning of the current term.

Justification of relation of job to course of study:

The Master of Education in Counselor Education prepares students for community counseling, school counseling or student affairs. The program helps students realize their potential as practicing counselors culturally diverse settings. The administration of federal, state, and University aid is closely related to these goals, requiring knowledge and use the counseling techniques, stress management, federal regulations, computer skills, data management, and public relations. Our students have successfully used knowledge gained in their positions for class projects such as oral presentations and training manuals. Many of our former graduate assistants are currently in careers in financial aid at various institutions.

Signature (Graduate Assistant)

Date

Signature (for Clemson University)

Date