



**Financial Aid Office
(559) 494-3012**

Thank you for your interest in working as a Student Aide in the Reedley College Financial Aid Office.

The Financial Aid Office at Reedley College is dedicated to serving students by providing them information and assistance to secure the financial resources to pay for their education.

Job duties:

Training – Financial Aid is a very complex subject that requires an extensive amount of training for new Student Aides. If hired, be prepared to spend a majority of your work time during the first several weeks training and shadowing permanent staff and other Student Aides. You will be tested on a variety of subject matters to ensure you are retaining and understanding the information being reviewed.

Customer Service – Providing accurate information in a polite and courteous manner is essential in our office. Our employees must be sensitive to the needs of our diverse student population. Our Student Aides spend a large amount of time working directly with individuals face-to-face and over the phone. Due to the sensitive nature of the information we deal with, we often have to deliver bad news and sometimes encounter upset or angry students.

Outreach – Our office holds workshops both on and off campus throughout the year with the busiest time being October through February. Most of our off campus workshops take place in the evening at local high schools and have a large number of attendees. One of the requirements for our Student Aides is that they be available most weekday evenings and some Saturdays in order to assist us in our outreach efforts.

Clerical duties – Duties may include data entry, alphabetizing, filing, answering phones, and assisting students face-to-face at the front counter and virtually. Microsoft Office experience is highly desirable.

Desirable Skills:

- Self-starter
- Motivated to assist others
- Proficient in Math
- Comfortable with public speaking

Eligibility requirements:

- Must have a valid 2021-2022 financial aid application on file
- Maintain at least half time enrollment
- [Maintain Satisfactory Academic Progress \(SAP\)](#)
- Maintain consistent, punctual and regular attendance

If you feel you are a good candidate for this position, please complete the attached application and email it to reedley.financialaid@reedleycollege.edu. Be sure to check your student email account often and notify our office if you have a change in your contact information.

Name: _____

Student ID#: _____ Phone number: _____

Email Address: _____

Home Address: _____

Grade Level: ☐ Freshman (0-30 units completed) ☐ Sophomore (31 or more units completed)

Expected graduation/transfer date: _____ Major: _____

What is your expected transfer school, if any? _____

Activities/Organizations you are involved with: _____
_____Bilingual? ☐ YES ☐ NO Language(s) _____

Education: Years Attended: Degree/Diploma:

| | | |
|---------------------|--|--|
| High School: | | |
| College/University: | | |
| Other: | | |

Computer Experience:

| | | | |
|------------------|-------------------------------|-------------------------------|------------------------------------|
| MS Word: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| MS Excel: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| MS Access: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| MS PowerPoint: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| MS Publisher: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| Internet: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| Web page design: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| Email: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |
| Other: _____ | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Extensive |

References:

| Name | Phone Number | Relationship |
|------|--------------|--------------|
|------|--------------|--------------|

| | | |
|------|--------------|--------------|
| Name | Phone Number | Relationship |
|------|--------------|--------------|

Previous Work/Volunteer Experience:

Employer: _____ Phone: _____

Dates of Employment: From _____ To _____ Position: _____

May we contact this employer: ☐ YES ☐ NO

Job Duties: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Dates of Employment: From _____ To _____ Position: _____

May we contact this employer: ☐ YES ☐ NO

Job Duties: _____

Reason for leaving: _____

What are your goals after completing your education? Attach a separate sheet, if needed.

What skills, experience, and knowledge do you possess that will contribute to your success/effectiveness in serving students in the Financial Aid Office at Reedley College? Attach a separate sheet, if needed.

If you are selected to interview for this position, you will be asked to sign a statement verifying the accuracy of the information provided on this application.

Student Job Application - Availability Grid

Indicate below the hours that you are available to work during the Fall 2021 semester by placing an X in the appropriate box.

Name: _____

Semester: _____

ID #: _____

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
| 8-9 | | | | | |
| 9-10 | | | | | |
| 10-11 | | | | | |
| 11-12 | | | | | |
| 12-1 | | | | | |
| 1-2 | | | | | |
| 2-3 | | | | | |
| 3-4 | | | | | |
| 4-5 | | | | | |
| 5-6 | | | | | |
| 6-7 | | | | | |

Comments:

Return completed application to reedley.financialaid@reedleycollege.edu