

Graduate Assistantship

Description:

The Office of Student Financial Aid (OSFA) Graduate Assistant position is a part-time (20 hours per week), two-year position. The graduate assistant will report to the Assistant Director of Financial Aid and will assist the Office in communicating with students and parents to confirm eligibility for federal, state, and institutional financial aid. Strict confidentiality is paramount. Knowledge of U.S. tax code or familiarity with federal tax returns is preferred. Graduate assistants must be dedicated to student success, be able to think critically, and be willing to exercise professional judgement which will directly impact student experiences. Candidates must be able to commit to at least four (4) semesters as a graduate assistant, including summer terms.

Responsibilities:

- Review tax forms and student financial aid applications
- Evaluate documentation to confirm student aid eligibility
- Communicate with students and parents regarding discrepant or incomplete data
- Award aid according to the university's awarding standards
- Maintain a fleet of departmental forms and email templates
- Assist students with completing and submitting the annual Free Application for Federal Student Aid (FAFSA)
- Assist students with completing and submitting OSFA forms as part of the aid application process
- Develop a working understanding of Title IV financial aid eligibility requirements
- Assist with general data entry and validation; and
- Maintain a general awareness of the Office of Financial Aid's functions and availability to assist students.

Work Requirements:

- Meet [Graduate Assistant qualifications](#)
- Work 20 hours weekly during our operating hours, Monday – Friday 8am-5pm
- Commitment to confidentiality, professionalism, and integrity
- Eligible to submit a Free Application for Federal Student Aid (FAFSA)
- Familiarity with the undergraduate financial aid process (e.g., completing the FAFSA, accepting aid programs, etc.)
- Knowledge of U.S. tax code and common tax documents is preferred
- Strong oral and written communication skills
- Problem-solving and critical thinking skills
- Strong organization skills and attention to details

- Ability to work independently on assigned projects and initiatives
- Proficient computer skills including MS Office (e.g., Word, Excel, Teams, Outlook, etc.)
- Preference given to students with a background in accounting, social work, general business, or other similarly related majors.

Complete applications include:

1. [Graduate Assistantship Application](#)
2. Cover letter
3. Resume
4. Two (2) professional letters of reference (non-confidential)

Mail	Deliver to	Email
Victoria Jacobson Assistant Director Office of Student Financial Aid Carrington Hall, Room 101 901 S. National Avenue Springfield, MO 65897	Missouri State University Carrington Hall Room 101 Attention: Victoria Jacobson	VictoriaJacobson@MissouriState.edu

Applications will be accepted until position is filled.