

Westminster College
POSITION VACANCY

Financial Aid Representative

Applications are being accepted for the full-time hourly position of Financial Aid Representative. The individual in this position reports to the Director of Financial Aid and will also provide support for the Assistant Director of Financial Aid. Primary duties include customer service, data entry, clerical and bookkeeping tasks requiring knowledge of office routine and an understanding of financial aid and admissions office programs and procedures.

A high school degree is required, with a college degree preferred, along with knowledge of basic bookkeeping and math skills; knowledge of and experience in data entry; proficiency in Microsoft Word and Excel and in learning new software systems; accuracy; and the ability to follow detailed instructions. A high degree of interaction with others is a large part of this job.

Please submit a cover letter, resume, and the names and contact information for three work-related references by no later than **March 27, 2020** to:

Director of Financial Aid
Westminster College
Remick Admissions House
New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.