

# ADMINISTRATIVE SPECIALIST

## FINANCIAL AID

**Description:** This position is responsible for greeting and preliminary advisement of Financial Aid Office clients, performing advanced administrative support duties, assisting with the application and award tracking processes and assisting with the online financial aid data management system. Uses general knowledge of federal aid and program requirements to prioritize and perform work assignments.

**Minimum Requirements:** High school diploma or equivalent. Strong communication and interpersonal skills. Familiarity with financial aid processes and regulations is a plus. Must have strong skills in providing excellent customer service and demonstrate strong ethics. Valid driver's license is required.

**Preferred Requirements:** Associate's or Bachelor's degree in a related field preferred.

**Knowledge, Skills and Abilities:** Must have excellent interpersonal and communication skills and work well with students, faculty and the public. Ability to perform detailed and accurate work. Above average typing skills, working knowledge of Microsoft software and previous experience with a variety of word processing, database software packages. The ability to accomplish duties with limited supervision. Be committed to assisting students and parents in a professional manner. Be able to work with a diverse group of individuals concerning various tasks and situations.

**Hire Range:** \$ 31,000- \$ 34,500 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**Class Code:** AA50– **State Title:** Administrative Specialist II

**Position #:** – **Band:** 03

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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