



## ANNOUNCEMENT OF VACANCY

**POSITION:** Financial Assistance Office Assistant

**POSITION SUMMARY:** The responsibilities of this position include counseling students and parents about financial assistance options and procedures. This position requires data entry, use of on-line information, and Microsoft Office. This person will answer phones, provide accurate financial aid information, review and respond to financial aid email, distribute appropriate forms and applications, schedule appointments and distribute mail

### QUALIFICATIONS:

**Education:** Bachelor's degree preferred.

**Experience:** successful experiences in settings involving interaction with the public, Microsoft Office and general office procedures

### Special skills:

1. Communicate in a pleasant, courteous, and diplomatic manner with the public.
2. Willing to quickly develop adequate knowledge base of financial aid programs and procedures.
3. Facilitate prompt communication between staff persons and visitors, students and parents.
4. Articulate professionally on the telephone.
5. Work with detail accurately.
6. Manage time wisely.
7. Think clearly and exercise sound judgment in stressful situations.
8. Professional demeanor.
9. Support goals and mission of EMU.

**INQUIRIES:** Application review will begin immediately. EMU reserves the right to fill this position immediately or to extend the search as circumstances may warrant. Send application, resume, and contact information for three references to:

Human Resources  
Eastern Mennonite University  
1200 Park Road  
Harrisonburg, Virginia 22802  
[jobs@emu.edu](mailto:jobs@emu.edu)  
fax: 540-432-4744

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