



**Mississippi
College**

A CHRISTIAN UNIVERSITY

Enrollment Management and Student Affairs *Office of Financial Aid*

Title: Receptionist – Financial Aid
Department: Financial Aid
Reports to: Director of Financial Aid

Position Summary

The focus of this position is to greet guests and develop a welcoming atmosphere to the financial aid office. The position is also responsible for answering phones, processing paperwork, and assisting students as needed. They will participate in activities designed to introduce prospects and applicants to Mississippi College.

Essential Functions

- Responsible for greeting and receiving all guests.
- Screen phone calls and departmental emails and assisting as needed or disbursing to appropriate staff personnel.
- Take electronic messages.
- Process and scan departmental mail.
- Reply to all general inquiries for financial aid information.
- Distribute Financial Aid documents to students upon request.
- Backup for Return to Title IV calculations for withdrawals
- Assist the Loan Officer with loan paperwork
- Receive work study packets. Make sure the packets are complete
- Other duties as assigned

Education, Skills, and Experience Required

A High School Diploma is required and a Bachelor's Degree is preferred. The position requires strong ability to communicate, organize, and manage. A commitment to the Christian-based mission of Mississippi College is also required.

FMLA Status: Non-exempt