

Office of Financial Aid – Eastern Illinois University

Title of Position: **Graduate Assistant**

Appointment: **August – July (12 Month) – 12 month contract (2 year)**

Compensation: \$840-880/month plus tuition waiver (excluding fees)

Description of Responsibilities:

1. Processing of student financial aid revisions
2. Running and processing various financial aid reports
3. Packaging student financial aid
4. Assisting with new student orientation process as needed
5. Participating in various committee meetings or trainings as requested
6. Assisting students in-person, over the telephone or via email regarding financial aid
7. Other duties as assigned