

Graduate Assistantship – Financial Aid & Scholarships Office

The Customer Service Team of the Financial Aid & Scholarships Office is offering a graduate assistantship for 2010-2011 and 2011-2012. This opportunity is especially appropriate for graduate students wishing to pursue a career in higher education administration. Masters programs most closely related are: Public Administration, Communication, Business Administration, Counseling, and Social Work.

The Financial Aid graduate assistantship offers an excellent opportunity to:

- Finance your graduate education
- Gain hands on, practical experience in student affairs and enrollment services
- Make a difference in the lives of students and families facing difficulties during the current economic downturn
- Facilitate a successful transition to college for new students
- Advise students seeking access to a college education
- Observe how federal bills become laws which evolve into federal regulations impacting student financial aid

The graduate assistant (GA) is expected to work 20 hours per week and enroll in 9-12 graduate credits during each fall and spring semester. This assistantship is the only Boise State employment the GA may have, and any off-campus employment opportunities will need to be negotiated with the GA supervisor. In return, the GA will receive a full waiver of on-campus course fees, student health insurance fees, and a stipend of \$8,952 (paid in biweekly installments over 9 months). **Academic year 2010-2011 is defined as August 16 – December 17; January 10 – May 14, excluding Thanksgiving break and Spring Break.** Employment in the Financial Aid Office is also available during the summer and (intersession) winter breaks, if desired.

Graduate assistants must be fully admitted into a Boise State master's degree program, and willing to make a two-year commitment to the GA position.

Job Function: After extensive training, the Financial Aid Graduate Assistant will assist with all aspects of serving students and their families through the financial aid process. This includes in person, telephone, and email communication as well as presentations to university classes, prospective students/families, and community organizations. The GA will contribute to programs and projects of the Customer Service Team based on skills, knowledge, and interests.

Examples of Programs & Projects of the Customer Service Team:

- Default Prevention Project
- Satisfactory Academic Progress review and appeal process
- AmeriCorps Certifications
- Dependency Override Renewals project
- Apply Early FAFSA Promotion Campaign
- Financial Literacy initiatives
- Evaluation of student eligibility for aid or for additional aid due to:
 - Unexpected circumstances
 - Loan limits based on grade level, annual and aggregate limits
 - Budget increases for educational expenses
 - Changes in enrollment or admission status
- Outreach activities including Facebook, "Count Me In" emails, web site content, and presentations
- Infrastructure activities to include: employee training, revising a Customer Service Representative manual, creating a Graduate Assistant manual, and developing job aids.

To Apply for Financial Aid Graduate Assistantship:

Submit cover letter and resume to: Maureen Sigler, Senior Financial Aid Counselor

- Fax: 208.426.1305
- Email: msigler@boisestate.edu
- Mail: Financial Aid Office A-113; 1910 University Drive; Boise State University, Boise, ID 83725-1315

Review of GA applications will begin July 15, 2010 and continue until the assistantship has been filled.