DATE: June 23, 2015

POSITION TITLE: Financial Aid Front Line

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. KVCC’s Alfond Campus offers an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a highly collegial environment emphasizing respect for employees, students, and the community we serve.

SALARY: Contract $10/hour; 20 hours week

QUALIFICATIONS:
Below are the required skills for a successful applicant:
- Working knowledge of WORD and EXCEL an ability to create documents, save and print documents.
- Willingness to learn additional computer software packages
- General Office tasks to include photocopying and scanning
- Attention to detail is critical
- An open minded, enthusiastic, customer service attitude; Ability to work and take initiative
- Punctuality, dependability, and excellent written and oral communication skills
- Ability to work 20 hours a week, Monday through Friday 10 a.m. to 2 p.m.

RESPONSIBILITIES:
The Financial Aid Office is seeking an individual to join the front line staff of the Enrollment Services Center. The position will require providing accurate information via the phone or in-person at the service counter. This task requires effective communication skills both written and oral, and a customer friendly approach. The tasks may include but are not limited to answering the phone, assisting various departments with mailings, filing or other projects. This position must also maintain a professional and confidential perspective with regard to private data and information. There is a possibility for continued employment based on continued funding of this position after the 16 weeks.

APPLICATION PROCEDURE: Interested applicants should request an application from Marcy Gage or Jill MacLean:

mgage@kvcc.me.edu or jmaclean@kvcc.me.edu or mail to:
Financial Aid, Attn; Jill or Marcy, 92 Western Avenue, Fairfield, ME 04937
Please return the completed application to the above e-mail.

Kennebec Valley Community College is an equal opportunity affirmative action institution and employer. Adaptive equipment is available upon request. For more information, please contact the Affirmative Action Officer at 453-5000.