

# **Graduate Assistant for Verification Department**

## **Office of Financial Aid**

Graduate Assistant for Verification Department Assists Rider University students in all aspects of the Verification process and helps ensure that information is presented in accordance with Federal financial aid guidelines and institutional policy and procedure. The verification process ensures that information reported on the FAFSA accurately reflects the financial information based on prior tax year.

- Review and assess all Verification Documents
- Ensure all files are accurate and complete
- Advise students and internal staff on verification process
- Process all corrections using Banner
- Complete student outreach to students on outstanding verification items via email and phone calls
- Follows all institutional and federal policies and procedures
- Meet assigned productivity goals on a weekly basis
- Various other duties as assigned by the Verification Supervisor and the Director of Financial Aid

### **Required Qualifications:**

- Knowledge of Microsoft Word and Excel
- Knowledge of Google Drive
- Ability to multitask and prioritize
- Demonstrates excellent customer service
- Demonstrates strong attention to detail

### **Preferred candidates are:**

- Students in their Senior year anticipating pursuing a Graduate Degree at Rider University immediately after (for the 2023-2024 academic year)
- Preferred graduate programs: Business or Accounting

### **Hours:**

Summer and Winter break: 40 hours per week

Fall and Spring: 20 hours per week

### **Wage:**

- Student wage in first semester as a Student Worker: \$13.84
- Wage in AY 2023-2024 as Graduate Assistant: \$14.22 + Six credits per semester

### **State Date:**

- February 1, 2023

**Supervisor:**

Christopher Corrato, Assistant Director of Financial Aid

\*If hired for the spring 2023 semester, it will be at the student worker rate of \$13.84 and increase to the graduate assistant rate beginning Fall 2023 (\$14.22 per hour + 6 credits per semester)  
No tuition remission will be granted for the Spring 2023 semester.