

Department: Office of Financial Aid

Duties: Office of Financial Aid is seeking 2 graduate assistants for the Loan Office to provide the following: Assistance in processing and reconciling federal and private student loans; manage and respond to student and parent inquiries about loan status and missing docs; provide excellent customer service to students and parents as they navigate loan process; assist in special projects as assigned.

Requirements: Acceptance into a Rider University Graduate Degree seeking program. Attention to detail, excellent oral and written communication skills. Ability to meet deadlines, good time management skills, able to work well with others as a team. Must be available to work 20 hours per week during the Fall and Spring semesters. Must be available to work full-time during the summer and when classes are not in session (winter and spring break).

Wage:

- Wage in AY 2023-2024 as Graduate Assistant: \$15.37 + Six credits per semester

State Date:

- Summer 2024

All interested current Rider students must apply through Handshake. Interested applicants who are not currently enrolled at Rider, should submit a resume and cover letter to the following email: studentemployment@rider.edu. **Applications will be reviewed on a rolling basis.**

Students with questions about applying through Handshake can contact:
Alyssa Larrosa, On Campus Student Employment Coordinator
alarrosa@rider.edu

In order to submit an application through Handshake you must have an approved resume and cover letter uploaded to Handshake. To get your application materials approved:

- Click your initials in the top right corner; click documents
- Upload your resume and cover letter
- Your Career Advisor will review your documents, provide feedback, and either approve or require changes to your documents
- If your documents have the status of Changes Required, you must review the feedback and re-upload a revised document or schedule an appointment with your advisor to discuss.
- Once your documents are approved, you may submit your applications. Applications with unapproved documents will not be submitted.

All documents require 24-48 business hours for review and approval. Please plan accordingly and pay close attention to application deadlines.

Rider University is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity.

DURATION

Temporary / Seasonal

CONTACTS

Tristan Schmittinger
Amanda Young

JOB FUNCTIONS

Other

RIDER UNIVERSITY

Rider University will be a leader in American higher education celebrated for educating talented students for citizenship, life and career success in a diverse and interdependent world. Rider will achieve distinctiveness by focusing on students first, by cultivating leadership skills, by affirming teaching and learning that bridges the theoretical and the practical and by fostering a culture of academic excellence.