Part-Time Financial Aid Assistant

Hourly Pay: $21/HR

Warren County Community College is seeking a student-focused professional to serve as a Part-Time Financial Aid Assistant. This in-person position is based on campus and is scheduled for 25 hours per week. Occasional evening or weekend hours may be required during peak processing periods or College events.

Reporting to the Financial Aid Office supervisor or designee, the assistant serves as a first point of contact for students and families in person, by phone, and by email. The assistant helps students navigate the FAFSA website, explains application steps and documentation requirements, and refers eligibility and award questions to Financial Aid staff.

The assistant reviews submitted forms for completeness, tracks outstanding documents, updates student records, and schedules appointments. The position also supports financial aid information sessions and other outreach events and safeguards confidential student information in accordance with College procedures and applicable privacy requirements.

Qualified candidates must have a high school diploma or equivalent and at least two years of administrative support, office, or customer service experience. College coursework or an associate degree is preferred, as is experience in higher education, financial aid, or student-facing services. Candidates should have strong communication and organizational skills, accurate data entry, proficiency in Microsoft Office, and the ability to learn student information and financial aid systems.

The successful candidate will help students from varied backgrounds understand their next steps and receive timely, courteous service. ***This is not a student employment position.***

To Apply for an Open Position

Email a letter of interest, résumé to hr@warren.edu. You may also mail your application to the address below.

Warren County Community College
Human Resources Department
475 State Route 57 West
Washington, NJ 07882