**Student Services Specialist – 12-20 hours/week**

* NSLDS (National Student Loan Data System) enrollment verification
* Managing ETS student accounts
	+ Sending VA information to the Business Office and following up to make sure it is processed
	+ Printing Seminary student statements and insuring their accuracy
	+ Sending student bills to students
	+ Helping students with questions and concerns in a timely manner
	+ Being a liaison between ETS Financial Aid and the Business Office
* Filing for Financial Aid office
* Providing assistance with Covid-19 environment measures

This position reports to the office of **Financial Aid and the Director of Administration**

If interested in applying for this position, click [**HERE**](https://erskine-lmfmf.formstack.com/forms/?1155959-KGA5DBTOKw&fbclid=IwAR1EoJe0mxb36gfcjKrpzQ8V143LgPo4x5CsNgSXFjpNI2Dpv5FNMTx1kuA)