

EDUCATIONAL ASSISTANT*

Function of Job:

Under general supervision of designated supervisor, to provide assistance to students, faculty and administrators in academic program planning, financial aid, admissions, registration and scheduling, or other academic related areas.

Characteristic Duties and Responsibilities:

1. Assist in academic program planning and course selection for specified groups of students.
2. Serve as liaison between the academic unit and other organizations and the public.
3. Advise and counsel candidates for degree programs and/or coordinate degree certification procedures; or provide preliminary advice and counsel to students seeking financial assistance.
4. Work with other professionals and administrators in reviewing admissions information, interviewing applicants for course work, completing credit evaluations and recommending appropriate action by the admitting office.
5. Be responsible for proper registration and scheduling of courses as assigned.
6. Be responsible for gathering necessary data reviewing, verifying and recommending appropriate action by office; interviewing student aid applicants; revising aid packages, if warranted; and providing information on financial assistance available/eligibility requirements to staff, students, parents and high school officials.
7. Be responsible for coordinating and processing special federal grant and/or state scholarship programs, as assigned, which may involve interpretation of applicable regulations, reports, and/or audit requirements.
8. Assist in maintaining computerized information systems for assigned area.
9. Manage general office operations and maintain necessary records required to support academic program.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. University graduation, and one year of related experience, or Associate's degree and three years of related experience in an academic environment.
2. An ability to assist individuals in examining their educational objectives and goals.
3. An ability to analyze and interpret educational records, applications, and other related information.
4. An ability to manage an office and perform business functions.
5. Ability to interact effectively with staff, students, and general public.

Additional Desirable Qualifications:

1. An understanding of programs and procedures in assigned educational area.

8/19/85
System Approval

8/19/85
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised - original approved 9/2/76, 1/31/79 and 7/30/80.