

Financial Aid On-Campus Student Worker

The NAU Financial Aid Office seeks to employ students to provide office support for financial aid operations and boost student relations. Student employees will assist with day-to-day tasks and guide students/parents through the financial aid process.

Job Title: Financial Aid On-Campus Student Worker

Employment Period: 2025 – 2026 Fall/Spring/Summer

Address: North American University, 11929 W. Airport Blvd. Stafford, TX. 77477

Department: Financial Aid

Office Location: 738

Supervisor Name and Title: Roberto A. Hernandez, Financial Aid Coordinator

Rate of Pay: Undergraduate \$10 per hour, Graduate: \$12 per hour

Hours/week: Up to 25 hours/week

Schedule: Flexible with students' class schedule

Evaluation: 30-day evaluation

Duties and Responsibilities:

- Assist the Financial Aid Advisors with incoming visitors
- Learn and maintain basic knowledge of financial aid process and required forms
- Assist students and parents with completing the FAFSA and related forms
- Perform clerical duties such as data entry, email distribution, copying, printing, etc.
- Answer general financial aid related questions
- Assist Advisors with financial aid presentations
- Adhere to federal, state, and university guidelines, policies, and procedures
- Open to performing other duties as needed

Minimum Job Requirements:

- Must have a valid 2025-2026 FAFSA on file
- Must be a current NAU student in good standing with the University
- Must be available to work during fall, spring, and summer semesters
- Must have and maintain a minimum 2.5 cumulative GPA
- Must meet student employee eligibility requirements located [here](#)
- Must be able to work a minimum of 10 hours per week

Knowledge and Skills Required:

- Must be trustworthy, responsible, dependable, punctual, and professional
- Good customer service skills
- Ability to follow directions
- Strong oral and written communication skills
- High level of organizational skill and ability to prioritize and multi-task
- Dress in business casual attire
- Work well in groups and independently
- Follow FERPA guidelines and maintain complete confidentiality in all student and office matters
- Willingness and ability to work established schedule
- Experience with Microsoft Office 2010, including Outlook, Word, and Excel

To Apply:

Email your resume to financialaid@na.edu; **do not** stop by the Financial Aid Office to inquire about your application status.

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.