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### Seasonal Positions 2017

### Cash for College Seasonal Program Specialist

*This position lasts December 2016 – April 2017*

#### Description

The Cash for College Seasonal Program Specialist is responsible for helping students complete FAFSA/TASFA applications and following up with students and families as necessary.

#### Job Responsibilities

- Develop knowledge of FAFSA (Free Application for Federal Student Aid) and TASFA (Texas Application for State Financial Aid) forms and financial aid resources for higher education (paid training is provided)
- Complete FAFSAs/TASFAs and all required financial aid forms for students and parents
- Follow established best practices to ensure a maximum number of clients served accurately
- Ensure student data is accurate, updated, and protected
- Coordinate appointments and on-going support to students and families
- Conduct follow-up activities to prior year and current year students
- Assist with internal and external outreach activities to inform community about services
- Complete income tax and intake training and certification (paid training is provided)
- Participate in staff meetings
- Provide insights, suggestions, and feedback to Program Coordinator
- Perform data entry and other administrative duties as needed
- Other duties & responsibilities as assigned

#### Basic Qualifications

- Experience providing customer service
- Experience completing the FAFSA or TASFA
- Knowledge of the college financial aid process
- Strong attention to detail
- Ability to speak, read, and write Spanish is highly desired

#### Requirements

- Travel between sites may be necessary
- Certify through the advanced level of tax preparation (training provided)
- Ability to work in high traffic, noisy community center

#### To Apply

Please send a cover letter, three references, and resume to [resumes@foundcom.org](mailto:resumes@foundcom.org). Within the content of your email, please include the position or positions you would like to be considered for. No phone calls or in-person visits, please. Our seasonal positions pay \$13-14 per hour depending on a candidate's experience and the position's responsibilities.

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.*