



Office of Financial Aid

The Notre Dame College Office of Financial Aid is looking for interns for fall, spring, and summer semesters. Please contact Alison McBrydy at amcbrady@ndc.edu for more information.

Duties and Responsibilities:

- Assist both traditional-aged and adult students with online processes such as Entrance Counseling, completing Master Promissory Notes (MPN), obtaining an FSA ID and password, FAFSA completion and corrections, and requesting tax documentation from the IRS.
- Assist parents of dependent students with online processes such as PLUS loan application and completion of PLUS MPN, obtaining an FSA ID and password, FAFSA completion and corrections, and obtaining tax documentation from the IRS.
- Outreach by phone, e-mail, and text to both new and returning students who have not completed the financial aid process. (Involves working with the admissions office and Student Success Center.)
- Expansion of current default management program, which includes coordination of Senior Salute event and assisting graduating students with online Exit Counseling.
- Participation in open house and move-in events (may include some Saturday events).
- Other duties as assigned.

This is an unpaid internship. Applicants must be enrolled in a graduate program that requires internship credits.